

ARMY CIVILIAN TRAINING, EDUCATION, AND DEVELOPMENT SYSTEMS
(ACTEDS)

CAREER MANAGEMENT PROGRAM
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CHAPTER 1 INTRODUCTION

1-1. PURPOSE.

a. This plan is a guide for Supply, Maintenance, and Transportation Management Career Programs/Fields personnel and their supervisors, activity career program managers, and major command career program managers. Through Army Civilian Training, Education and Development System (ACTEDS), an orderly, progressive and sequential approach to technical, professional, managerial and leadership training is planned at appropriate points in civilian employee careers, similar to that currently used by the military. Under the umbrella of logistics, this document consolidates the plans for the supply, maintenance, and transportation career programs in an effort to develop individuals with a competitive edge for high-level logistics positions.

b. ACTEDS is a systematic, competency-based approach to ensure planned, effective development of the civilian workforce through a career-management system. This plan is designed to blend formal training, progressive and sequential developmental assignments, and self-development, as employees progress from entry level to senior management positions. Supervisors, activity career program managers, and all individuals in Supply, Maintenance and Transportation Management career program positions, should discuss this plan and incorporate it into each careerist's development plan. Ultimately, careerists are responsible for their career development. This plan is also a guide for employee development specialists in the Civilian Personnel Operations Centers (CPOC) who service employees in the Supply, Maintenance, and Transportation areas.

c. How Do I Use This Plan?

This ACTEDS plan provides civilians in the Supply, Maintenance or Transportation related fields a Master Training Plan (MTP) for developing career goals. The MTP includes roadmaps for each occupational series within each career program/field. A "Roadmap" is simplistically a guide for technical, leadership, and managerial training.

d. HOW DO ACTEDS' COMPETENCIES RELATE TO ACCES' KSAs?

Through the process of job analysis (and progressive and sequential approach to training), competencies required at all grade levels for individuals in Supply, Maintenance, and Transportation Management Career Program positions were determined. These competencies are listed in Appendix A of this ACTEDS Plan. Competencies are those knowledges, skills, and abilities one should gain from the training suggested in this ACTEDS Plan. Competencies are linked to technical skills and knowledges required to perform effectively. Competencies act as a bridge to the knowledges, skills, and abilities required for promotion, listed in the Army Civilian Career Evaluation System (ACCES) package Part D - Employee Knowledge Ratings. By linking training to competencies, this document will assist individuals in Supply, Maintenance, and Transportation Management positions in becoming more competitive for advancement.

1-2. REFERENCES.

a. AR 690-950, Career Management, 8 September 1988, with interim change 05, 30 December 1994.

b. AR 600-3, The Army Personnel Proponent System, 25 June 1993.

1-3. OBJECTIVES.

a. The long-term objective of this plan is to ensure that Army civilians are trained and developed in the areas of supply, materiel maintenance and transportation in order to meet worldwide logistics readiness requirements. Leadership, management and executive development are emphasized throughout this plan.

b. The short-term objective of this plan is to provide individuals in CP-13/17 and CP/CF-24 a "roadmap at a glance" of training and developmental opportunities to aid in career decisions. This plan:

(1) Outlines specific technical training necessary for individuals in CP 13-17 and CP/CF-24.

(2) Provides guidance for employees in becoming multi-disciplined and crossing over among the three programs.

(3) Documents diversity of paths for the logistics management specialist, GS-346 series.

(4) Identifies requirements and training which will develop an individual for the acquisition logistics track of the Army Acquisition Workforce (AAW) and the Army Acquisition Corps (AAC).

(5) Documents the mandatory and recommended leader development training regardless of career program.

(6) Includes extracts of course catalogs, with a listing of sources for training and developmental opportunities for CP-13/17 and CP/CF-24.

(7) Links each training and developmental opportunity to the competencies for CP-13/17 and CP/CF-24.

1-4. APPLICABILITIES.

Incumbents of positions in the series shown in Figure 1-1 are covered by this ACTEDS Plan.

1-5. CAREER PROGRAM STRUCTURE:

a. **PERSONNEL PROPONENT:** Under AR 600-3, the personnel proponent designated for the Supply Management Career Program as well as for the Materiel Maintenance Management Career Program is the Deputy Chief of Staff for Logistics. The personnel proponent for the Transportation Management Career Program is the Commander, U.S. Army Transportation Center and Commandant U.S. Army Transportation School. Personnel proponents are responsible for the eight life-cycle management functions of their respective career fields/programs: structure, acquisition, individual training and education, distribution, deployment, sustainment, professional development and separation.

b. **FUNCTIONAL CHIEF (FC):** The Functional Chief for Supply, Materiel Maintenance and Transportation Management Career Programs is the Deputy Chief of Staff for Logistics (DCSLOG). The FC retains career management responsibilities for career program occupations.

c. **FUNCTIONAL CHIEF REPRESENTATIVES (FCRs):** As Functional Chief for Supply, Materiel Maintenance, and Transportation Management Career Programs, the DCSLOG, has designated three Senior Executive Service (SES) positions within the Office of the Deputy Chief of Staff for Logistics (ODCSLOG) to serve as Functional Chief Representatives (FCRs). The FCRs will review the selection of applicants of key positions at the GS-15 level. The FCRs are as follows:

<u>Career Program</u>	<u>Position</u>
Supply Management (CP-13)	Assistant Director of Supply Management Supply & Maintenance Directorate
Materiel Maintenance Management (CP-17)	Assistant Director of Maintenance Management Supply and Maintenance Directorate
Transportation Management (CP-24) (CF-24)	Assistant Director of Transportation Management Transportation, Energy & Troop Support Directorate

d. CAREER PROGRAM MANAGERS (CPMS).

(1) Commanders of each Major Army Command (MACOM) designate an individual, usually the most senior person in a CP 13/17/24 position to serve as the MACOM Career Program Manager (MCPM) for each of these programs. In many cases, these appointees have extensive background in more than one of the career programs and are serving as MCPM for at least two of them. There are instances where that one individual occupies a position having managerial responsibility over positions in all three of these career programs. MCPM will coordinate with appropriate FCR the selection of an applicant for a key position (GS-15).

(2) The MACOM Career Program Manager delegates responsibility to a senior person in CP-13/17/24 at the Major Subordinate Command (MSC) and other subordinate activity levels to

serve as an Activity Career Program Manager (ACPM). As in the case of the MCPM, these individuals may be serving as ACPM for more than one of these three programs.

e. PLANNING BOARDS.

Each career program convenes a planning board periodically to discuss overall progress of their programs. The purpose of the planning board is to work various aspects of the career programs and initiatives as needed. Representatives will participate on a rotational basis for subcommittees and/or intern rating panels. Each planning board will review final products and make recommendations to their functional chief.

1-6. KEY POSITIONS/CAREER LADDER

a. General.

For ACTEDS purposes, key logistics positions are those positions to which individuals in the supply, maintenance, and transportation career tracks can be assigned. They are the high level positions involved in determining strategy, plans, and/or policy, or managing, guiding, and controlling the Army's logistics programs. Normally, designated key positions will be no lower than grades GS-13 and will extend through the Senior Executive Service. Exceptions may be made in some instances in smaller field installations or activities where individuals may serve as Branch Chiefs or in similar positions as senior managers or executives at the GS-12 level.

b. The following table identifies representative types of key positions.

<u>TITLE</u>	<u>GRADE</u>	<u>CP</u>	<u>SERIES</u>
Branch Chief	GS-12/13/14	13/17/24	All
Division Chief	GS-13/14/15	13/17/24	All
Staff Tech Position	GS-13/14/15	13/17/24	All
Action Officer	GS-13/14/15	13/17/24	All
Program /Project Mgr	GS-13/14/15	13/17/24	340, 346
Executive Officer	SES	13/17/24	346
DA Staff	SES	13/17/24	346

c. Supply/Maintenance/Transportation Management Career Ladder is illustrated at Figure 1-2.

1-7. AFFIRMATIVE ACTION.

Training and developmental opportunities for career program/field participants covered by this plan will be provided without regard to race, color, sex, religion, national origin, non-disqualifying disabilities, or age.

1-8. HOW TO USE THE TRAINING OPPORTUNITIES IN THE FOLLOWING ROADMAPS.

The training opportunities described in the roadmaps are not intended to suggest that all the training is required. Training courses are prioritized to identify those of greater importance with very few designated Mandatory, Priority I. The actual scheduling of these training opportunities is contingent upon mission requirements and meeting the needs of the Army. Careerists within the Transportation Corps are encouraged to rotate through different Transportation job assignments. The training gained through the rotation of assignments should improve the skills and knowledges of employees and ensure the accomplishment of the mission in the absence of an employee. Rotational assignments for supply and materiel maintenance are under development.

1-9. If you are in an Acquisition category, see DAWIA on the world-wide-web. If, however, you are in the manprint function, see Army Civilian Personnel on-line (CPOL) via the world-wide-web.

Series Covered By This ACTEDS PLAN

SUPPLY

340 Program Management
 346 Logistics Management
 2001 General Supply
 2003 Supply Systems Analysis
 2010 Inventory Management
 2030 Distribution Facilities
 & Storage Management
 2032 Packaging Specialist
 2050 Supply Cataloging

MAINTENANCE

301 MMM Administration
 340 Program Management
 346 Logistics Management
 802 Engineering Technician
 856 Electronics Technician
 895 Industrial Engineer Technician
 1601 Facilities Management
 1152 Production Control
 1670 Equipment Specialist
 - General
 - Aircraft
 - Vehicles
 - Com-Elec
 - Missile & Ordnance
 - Munitions Armament
 - Weapons Armament
 - Troop Support
 - TMDE

TRANSPORTATION

301 Trans Administration
 346 Logistics Management
 2101 Trans Specialist
 2102 Trans Clerk & Assistant
 2130 Traffic Management
 2131 Freight Rate Specialist
 2135 Trans Loss & Damage
 Claims Examining
 2144 Cargo Scheduling
 2150 Trans Operations
 2151 Dispatching
 2161 Marine Cargo
NOTE: Only Series 301, 346,
 2101, 2130, 2150 & 2161
 are Career Program Series.

Figure 1-1

SUPPLY/MAINTENANCE/TRANSPORTATION MANAGEMENT CAREER MODEL


CAREER PHASE								EXECUTIVE	
GRADE	GS-5/7	GS-9	GS-11	GS-12	GS-13	GS-14	GS-15	SES	
Training & Development (Core)	Master Intern Training Plan								
	<ul style="list-style-type: none">- Intern Development- Officers Basic Course (QM, Ord, Trans)- Functional Courses (ALMC, DAU, etc)- CP Specific- Job Rotation* (PMI) Presidential Management Intern			<ul style="list-style-type: none">- LMDC- LEAD- DATMC- CLOAC- AMSC- TWI	<ul style="list-style-type: none">- AMSC- LEDC- LMDC- LEAD- CLOAC- TWI	<ul style="list-style-type: none">- LEDC- PME I & II- OLE- AMSC- SSC- TWI	<ul style="list-style-type: none">- PME I & II- AMSC- OLE- SSC- Exec Leadership- TWI	<ul style="list-style-type: none">- Fed Executive Institute- Brooking Institute- Nat Sec Ex Pg- TWI- SSC	<ul style="list-style-type: none">- Orientation Conference- Force Management- Leadership Development Program- EEO- DOD SES APEX
	COMPETITIVE DEVELOPMENT GROUP (CDG)								
	<ul style="list-style-type: none">- Self Development- Additional skill enhancing courses (ILS, Provisioning, Contracting, Supv/Mgt, Cross Functional, etc)- Developmental assignment (Cross Functional/DA, MACOM, MSC, Installation, etc.)- University training (LEAF, GLEAF, self development, etc.)- Professional societies (e.g., Society of Logistics Engineers (SOLE), Volunteer Societies, Community, etc.)								
Typical Positions (Line/Staff)	<ul style="list-style-type: none">- Trainee- Functional Specialist- Supply Specialist- Maintenance Specialist- Transportation Specialist- Assistant Project Officer			<ul style="list-style-type: none">- Section Leaders- Functional Specialist- Project Officer- Team Leader- Trans Ofcr	<ul style="list-style-type: none">- Branch Chief- Division Chief- Sr. Project Officer- Deputy Director- ITO- Team Leader	<ul style="list-style-type: none">- Branch Chief- Division Chief- Deputy Director- Director- DOL- PM Log Chief	<ul style="list-style-type: none">- Division Chief- Deputy Director- Director- DOL- APM Logistics	<ul style="list-style-type: none">- Director- Center Director- IMMC Director- HQ Deputy- Assistant Director	
CDG/AAC Position	ACPM Directed Developmental Assignments Developmental Assignments - ILS Mgr			CDG/AAC Developmental Assignments - ILS Mgr - ILS Staff	CDG/AAC Developmental Assignments - ILS Mgr - Proj Ldr	<ul style="list-style-type: none">- Sr. Logistician- Sr. PM/PEO Logistician- Deputy PM	<ul style="list-style-type: none">- Sr. Logistician- Sr. PM/PEO Logistician- Deputy IMMC- PM	<ul style="list-style-type: none">- Director- Center Director- HQ Deputy- Assistant Director	

Figure 1-2

NOTE: CDG = LOGLEADER XXI (GS13-15).

CHAPTER 2

MASTER TRAINING AND DEVELOPMENT PLAN

For Specialist through Management Levels

2-1. PURPOSE.

This plan lists the training courses for specialist through management levels. The ACTEDS Training Plan is divided into two categories: universal training and competitive training opportunities. Recommended training requirements are outlined on roadmaps for specific job series contained in this chapter.

2-2. SCOPE.

The training and courses described in this plan are not intended to be all-inclusive but are intended to show some of the courses that can be used for developmental planning for the careerists. Employees are encouraged to participate in other courses and training as needed for mission requirements. Appendix B lists Technical Courses, Appendix C lists Leadership, Management, and Developmental Assignments, and Appendix D lists University/College/Non-government Executive Programs and Training-With-Industry (TWI). In accordance with AR 690-400, when circumstances preclude attendance at a mandatory course, the Functional Chief will decide training equivalencies. Development and rating methods of civilian employees are outlined and reported through the Total Army Performance Evaluation System (TAPES). The rater/supervisor, with the ratee's input, during the counseling sessions, will assist the ratee in identifying required training and/or professional development objectives. Once identified, the training or developmental activities are recorded on the support form. This, in essence, becomes the individual's development plan.

2-3. SPECIALIST CAREER PHASE (ENTRY LEVEL TO JOURNEYMAN).

Specialist-level employees are encouraged to participate in courses which broaden overall logistics knowledges and skills. Courses should develop technical and managerial skills and knowledges. Supervisors should encourage off-duty study at colleges and universities. Employees should pursue lateral functional assignments, permanent and temporary, as a means of professional development.

2-4. INTERMEDIATE CAREER PHASE (JOURNEYMAN TO MANAGEMENT).

a. At this level, the individual is technically competent in one or more areas of logistics management. However, the need to keep up with technical changes, broaden logistics experience, and expand managerial knowledge continues. The developmental focus at this level is on managerial, interpersonal skills, and program management. A willingness to accept a variety of assignments and to be responsive to staff needs are important factors. The individual should take advantage of opportunities to perform staff work and to work with various logistics agencies.

b. The careerist should seek a variety of assignments and increased responsibilities, including supervisory experience as a means of professional development. Managers should encourage highly

qualified careerists to apply for the Army Acquisition Corps (AAC), Office of the Secretary of Defense sponsored Professional Enhancement Programs (PEPs), Training with Industry (TWI), the Army Management Staff College (AMSC), and other formal training. Careerists should continue their development through lateral moves or promotions into different functional areas.

2-5. MANAGEMENT CAREER PHASE: MANAGEMENT THROUGH SENIOR EXECUTIVE SERVICE

Careerists at this level are developed through broad-based assignments requiring staff contacts with top management, officials within the Department of Defense (DOD), outside agencies, and industry. Participation in developmental reassignments in other logistics disciplines are strongly recommended at this performance level. Executive development courses and management seminars are an integral part of this developmental process and advanced degrees are recommended. Executives whose goal is to occupy the Department of the Army's highest level positions are advised to attend Senior Service college programs and pertinent graduate and post graduate level programs.

2-6. SENIOR EXECUTIVE SERVICE MANDATORY TRAINING

a. Joint General Officer/Senior Executive Service Training Conference: Priority I - New SES members

Provides newly selected GOs and SES members with Department of Defense and Department of the Army perspectives regarding issues of national and international importance; provides Army Secretariat and Army Staff guidance concerning personnel, operations, logistics, research and development, acquisition and joint military operations, among others; presents Army expectation of its civilian career executives and their relations with political appointees, military leaders, and the Congress. This conference provides significant opportunities for developing a network of peers across Army functions and commands.

b. Force Integration (FI): Priority I - New SES members - within first year

Provides knowledge of the critical elements of the force integration processes, functions and interrelationships by which the Army runs.

c. Center for Creative Leadership (CCL) Leadership Development Program (LDP): Priority I - New SES members within first year

Ability to assess one's personal abilities and attitudes in order to increase effectiveness, productivity and leadership skills; ability to motivate self and others, and set and achieve organizational and personal goals; ability to continue personal and career growth through self-directed development; ability to manage; and ability to display confidence in personal leadership strengths/style.

d. Senior Executive Equal Opportunity Training: Priority I - New SES members within first year

Trains civilian leaders in their equal opportunity responsibilities.

e. DOD APEX Orientation: Priority II - New SES members within first year

Provides newly appointed SES members with an understanding of the DOD structure and processes critical to its operation and an opportunity to learn about the other services, observe soldiers in the field, and network with other DOD SES members.

2-7. MASTER TRAINING PLAN (MTP)/ROADMAPS.

a. Training at the intern level will be in accordance with the career program Master Intern Training Plan shown in Chapter 3.

b. The master training plan for specialist through management level is illustrated by the career model at Figure 1-2. Specific technical, leadership, and managerial training for an occupational series, by grade level, within each career program/field are contained in this chapter.

c. For each instance of training this plan includes the knowledges, skills, and abilities to be acquired. Course title, length, source, location, and brief description of each course can be found in Appendix B (Technical), Appendix C (Leadership and Management), and Appendix D (University/College/Non-Government Executive Programs).

d. Supervisors and careerists should consider not only training within the specific occupation, but also cross-training in related functions that is needed to enhance performance. Careerists are encouraged to gain the broadest possible range of specialty and command-level experience, and to seek developmental assignments in other logistics specialties.

e. ACTEDS career levels for each career roadmap are in two-grade intervals as follows:

(1) Intern, entry or trainee level - generally grades GS-5 to 9 in the two-grade interval series.

(2) Journeymen/Specialist - full performance and/or first level supervisor (GS-9/11/12).

(3) Intermediate, senior specialist, or second-level supervisor (GS-12/13).

(4) Manager - (GS-14/15).

f. ACTEDS Training Categories. ACTEDS training and development is divided into two categories - universal and Competitive Professional Development.

(1) Universal Training. This is training which is to be provided to all employees who have similar duties and responsibilities as shown on the roadmaps. It includes three categories:

Mandatory Priority I - training that is typically a condition of employment, must be successfully completed within a specified time period, and meets one or more of the following criteria: (1) employee must have for acceptable performance; (2) training is essential for mission accomplishment; (3) training is mandated by higher authority (law or DOD) or is required for certification, health or safety reasons; (4) training is mandated by the Assistant Secretary of the Army (Manpower and Reserve Affairs) as an ACTEDS leader development core course; or (5) is essential, functional intern training.

Mandatory - Priority II - training that should be successfully completed within a specified time period, but may be delayed if funding is not available, and should meet one or both of the following criteria (1) employee should have for maximum proficiency and (2) training improves the quality of mission accomplishment.

Recommended- Priority III - This training should be funded after Priority I and II requirements and should meet one or both of the following: (1) provides or enhances KSAs needed on the job and (2) leads to improvement of mission accomplishment.

(2) Competitive Professional Development (CPD). CPD includes developmental opportunities for which individuals are competitively selected. This training develops individuals for positions with greater responsibility in their career fields. It covers Army-wide competitive programs such as Senior Service Colleges and the Army Management Staff College which are covered in Appendix C. CPD also includes university study, developmental assignments, and training-with-industry which has career program or career field-wide competition. The CPD programs for logistics management are discussed below.

(a) University Study.

Included in university study are the Logistics Education Assistance Fund (LEAF) and Graduate Level Logistics Education Assistance Fund (GLLEAF) Program. The LEAF program is an undergraduate level program open to all Department of the Army employees at the GS-11 and above levels. GLLEAF offers opportunities for those careerists GS-12 and above (Exceptional GS-11s) wishing to continue with graduate studies. The objectives are to provide a valuable learning experience for a competitive edge toward future advancement and to stimulate innovation. **THIS IS NOT A DEGREE PROGRAM!** These programs are designed to provide for up to one full year of full-time, duty hours study at an accredited university, with curriculums applicable to each career program. Both programs support either full-time or part-time attendance. Full-time is duty hour attendance (minimum of 12 credit hours per term for 12 months). Part time is up to 9 credit hours per term for 24 months. Part-time attendance may be during duty hours, non-duty hours, or a combination of both and is approved by the careerist's supervisory chain. Any portion of time during normal duty hours not required for school attendance, is considered time that the employee must be at work or on authorized leave status. **NOTE:** Applicable to CP-24 both programs are offered to those exceptional GS-9's having career status and in a permanent competitive appointment. The undergraduate studies have priority for funding purposes.

(b) Developmental Assignments.

1. Developmental assignments include long term training of 180 days or more and short term training of 120 days or less. Examples include assignments at HQDA DCSLOG and USTRANSCOM for CP-24, assignments at U.S. Army Communications Electronics Command, and special study/research programs such as those listed below. Also, to better meet the staffing needs of the Army activities, CP-24 careerists are encouraged to consider developmental-job-swaps with other careerists within their career program. However, this is not a requirement for participation in developmental assignments and **is not** available with Training-With-Industry assignments.

2. Professional Enhancement Program (PEP) consists of Energy Management Professional Enhancement Program (EMPEP); Maintenance Management Professional Enhancement Program (MMPEP); Materiel and Distribution Management Professional Enhancement Program (MDMPEP); and Transportation Management Professional Enhancement Program (TMPEP). The PEP programs foster middle-level DA management personnel with top-level management potential providing the opportunity for developing and enhancing their skills outside their area of expertise. Appendix C gives detailed information on each PEP program.

3. Secretary of the Army Research and Study Fellowships (SARF). These fellowships require Army-wide competition where selections are made through an HQDA selection board. They are granted with the intent to: Support study and research on selected projects relevant to Army's mission; develop and increase the use of the best talents among Army career civilians; and support basic creativity of selected individuals. Proposed projects must indicate a high potential value to the Army and benefit the applicant as well. The applicant must be able to complete the project within the time proposed. Fellowships are not substitutes for projects that should be done on a normal on-duty assignment and financed through mission funds.

(c) Training With Industry (TWI). TWI may fall within either the long-term training or short-term training category, depending on the career program. TWI assignments are offered through a variety of companies. Each career program specializes their needs to specific companies. CP-24 uses companies ranging from Federal Express to Landstar, Inc. CP-13's TWI assignment may be with GTE Government Systems and CP-17's TWI participation may be with Dyna Electronics. Each career program will support and tailor each TWI assignment as applicable.

(d) Competitive Development Opportunities Selection. Applicants work through their Activity Career Program Managers to their Command Career Program Managers to obtain command approval, prior to submitting to the appropriate proponency office. Upon receipt of application, the proponency office will ensure all necessary forms are completed and the package is ready for competitive selection review. The Functional Chief's Representative will have final decision authority of all selections. These procedures may vary from proponency office to proponency office. These procedures are not applicable to SARF.

- g. Competitive Development Opportunities are shown on the appropriate career program roadmaps and are described in the appendices. The Army's annual Catalog of Civilian Training, Education, and Professional Development Opportunities contains specific

information about each of the current competitive development opportunities within each career program. This catalog can be accessed on the World Wide Web at <http://www.cpol.army.mil>. Necessary procedures and application requirements are included in the annual catalog.

h. LOGLEADER XXI

A training program open to all Department of the Army employees at the GS-13 and above level having attained career status and in a competitive career status appointment within CP13, 17, or 24.

Objectives: To allow participants to develop and apply best business executive practices, leverage tomorrow's technological potential, develop the Army's logistics vision and integrate with National Security Strategy, and meet Senior Executive Service Competencies.

Requirements: Core requirements include long term training assignment with industry, University level training (Graduate/Post Graduate), and Training with the Soldier (TWS). Program may also include special projects as assigned through the ODCSLOG, symposiums, conferences, and panels.

Program Length: Core requirements include one long and two short assignments. Short term training may include university education (one course/one semester), Industry or government symposiums, Center for Creative Leadership, etc. The core requirements will be accomplished within an initial thirty six month period, concluding with award of certification. An additional two short term training assignments and/or directed details will be completed over the following thirty six months.

Application Process: The application process at present time is the same as detailed for all Competitive Professional Developmental assignments within the annual Catalog of Civilian Training, Education and Professional Development Opportunities. Applicants need to specifically identify on their applications that they are applying for LogLeader. For more information on LogLeader, you may call LogPro at (804) 765-0616. **SALARY AND BENEFITS REMAIN HOME COMMAND RESPONSIBILITY.**

i. Leader Development Training. The HQDA Leader Development Core Curriculum includes Mandatory Priority I, Mandatory Priority II, and Recommended Training, as well as competitive training, as shown on career program roadmaps.

j. Defense Acquisition University (DAU) courses will prepare the careerists for entry into the Army Acquisition Corps Program. The Acquisition Corps is discussed further in Chapter 4.

2-8. MOBILITY REQUIREMENTS.

Geographic mobility is a very important consideration in career planning. Properly planned developmental assignments in several specialties, and at different installations and/or echelons, strengthen depth and breadth of experience, and are a factor in improving individual competitiveness

for advancement. Supervisors should encourage individuals to pursue staff assignments along with line assignments. Mobility shall be mandatory in those cases where participation in a particular developmental/training assignment required the signing of a mobility agreement. Currently, participation in intern training at the School of Engineering and Logistics (SEL), and application to the Logistics Management Competitive Development Groups (e.g. AAC) are examples of developmental opportunities which requires the signing of a mobility agreement.

2-9. DEVELOPMENTAL ASSIGNMENTS. (General description - not part of Competitive Professional Development)

Developmental assignments are designed to fill a gap between what an employee has already learned and what he/she needs to learn to perform in a target position. Developmental assignments should address real and meaningful needs. These assignments will provide the process by which the candidates will focus their learning on the required disciplines necessary to broaden leadership, management and technical expertise. In order to enhance the learning process and make it more meaningful, every effort should be taken to combine developmental assignments with projects, training courses and self-development. Developmental assignments can take the following forms:

- a. Permanent assignments. The employee is reassigned to a permanent position which broadens his/her experience and meets his/her career goals.
- b. Details and temporary promotions, and temporary reassignments. Employee performs the duties of a position for one year or less; he/she generally returns to his/her permanent position.
- c. DOD Training Agreement. GS-9 through GS-15 personnel are eligible for temporary assignments across functional lines between DOD components.

2-10. SELF-EVALUATION AND PLANNING.

Army logistics careerists are responsible for making a self-assessment of their current career status, skills, knowledges, abilities, mobility, accomplishments, competitive standing and their individual career goals. Employees are the primary persons responsible for their own career planning. They should engage in self-development activities, join professional associations, strive to achieve success in their current assignments, and be available for scheduled training and developmental assignments. Careerists should consult their supervisor and/or their ACPM as necessary. Careerists should understand the overall purpose of the career management system and how it functions at the local and MACOM level, as well as at HQDA.

2-11. ROADMAPS BY OCCUPATIONAL SERIES.

The following roadmaps, designated by career program, illustrate recommended training by series and grade.

CAREER PROGRAM: 13
CAREER PROGRESSION FOR: PROGRAM MANAGEMENT
SERIES: 340

GS 5-7	GS 9-11	GS 12-13	GS 14-15
PRIORITY 1 *Action Officer Dev (C-31) PRIORITY 2 Fund of Sys Acq Mgt (B-49) Integrated Item Mgr (B-52) Def Inventory Mgt (B-30) Acquisition Log Fund (B-1) Proj Plan & Contr Tech (B-75) PRIORITY 3 Local Short-Term Asgmts Self Development (College) Professional Societies	PRIORITY 1 NONE PRIORITY 2 Log Mgt Dev(B-62) Provisioning (B-76) Configuration Mgt (B-13) Army Maint Mgt (B-8) Intermediate Acq Log (B-53) Def Demil Pgm (B-27) Intermediate Sys Acq (B-56) MILSTAMP (B-69) PRIORITY 3 Local Short-Term Asgmts Professional Societies Contracting Officers Rep (B-18) Decision Support Systems (B-23) Fin, Plan & Control Tech (B-46)	PRIORITY 1 Supervisory Dev (C-26) Leadership, Educ & Dev (C-12) Manager Dev (C-32) PRIORITY 2 Pers Mgt for Exec (C-20) Exec Environ & Hazardous Matl (B-45) Reliability/Maintainability (B-78) Intro to Oper Research (B-57) Competitive Prof Dev (C-3) Team Leader Course (C-28) PRIORITY 3 Army Management Staff College (C-1) Logistics Exec Dev (C-14) University Training (D11-12) Training w/Industry (D-10) Professional Societies	PRIORITY 1 None PRIORITY 2 Mgt Dev Seminar(C-17) DOD Sr Exec Leadership (C-5) Exec Acq Log Mgt (B-44) Exec Dev Seminar (C-6) Senior Staff Colleges Org Ldrship For Exec(C-19) Program Management(C-22) PRIORITY 3 Federal Exec Institute(C-8) Brookings Institute Professional Societies

*Interns and all new action officers to Army only.

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CAREER PROGRAM: 13
CAREER PROGRESSION FOR: LOGISTICS MANAGEMENT SPECIALIST
SERIES: 346

GS 5-7	GS 9-11	GS 12-13	GS 14-15
PRIORITY 1 *Action Officer Dev (C-31) PRIORITY 2 Fund of Sys Acq Mgt (B-49) Integrated Item Mgr (B-52) Def Inventory Mgt (B-30) Acquisition Log Fund (B-1) PRIORITY 3 Local Short-Term Asgmts Self Development (College) Professional Societies	PRIORITY 1 NONE PRIORITY 2 Log Mgt Dev(B-62) Provisioning (B-76) Configuration Mgt (B-13) Army Maint Mgt (B-8) Intermediate Acq Log (B-53) Def Demil Pgm (B-27) Intermediate Sys Acq (B-56) MILSTAMP (B-69) PRIORITY 3 Local Short-Term Asgmts Professional Societies	PRIORITY 1 Supervisory Dev(C-26) Leadership, Educ & Dev (C-12) Manager Dev (C-32) PRIORITY 2 Pers Mgt for Exec (C-20) Exec Environ & Hazardous Matl (B-45) Reliability/Maintainability (B-78) Intro to Oper Research (B-57) Competitive Prof Dev (C-3) Team Leader Course (C-28) PRIORITY 3 Army Management Staff College (C-1) Logistics Exec Dev (C-14) University Training (D11-12) Training w/Industry (D-10) Professional Societies	PRIORITY 1 None PRIORITY 2 DOD Sr Exec Leadership (C-5) Mgt Dev Seminar(C-17) Exec Acq Log Mgt (B-44) Exec Dev Seminar (C-6) Org Ldrship For Exec(C-19) Program Management(C-22) PRIORITY 3 Federal Exec Institute(C-8) Brookings Institute Professional Societies Senior Staff Colleges University Training (D11-12)

*Interns and all new actions officers to Army only.

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CAREER PROGRAM: 13
CAREER PROGRESSION FOR: GENERAL SUPPLY SPECIALIST
SERIES: 2001

GS 5-7	GS 9-11	GS 12-13	GS 14-15
PRIORITY 1 *Action Officer Dev (C-31) PRIORITY 2 Def Distr Mgt (B-28) Fund of Sys Acq Mgt (B-49) Installation Log Mgt (B-50) PRIORITY 3 Local Short-Term Asgmts Self-Development (College) Professional Societies	PRIORITY 1 NONE PRIORITY 2 Dec Anal for Log (B-22) Def Demil Pgm (B-27) Def Inv Mgt (B-30) Integrated Item Mgr (B-52) Provisioning (B-76) PRIORITY 3 Local Short-Term Asgmts Self Development (College) Professional Societies	PRIORITY 1 Supervisory Dev(C-26) Leadership, Educ & Dev (C-12) Manager Dev (C-32) PRIORITY 2 Pers Mgt for Exec(C-20) Dec Spt Systems (B-23) Competitive Prof Dev (C-3) Team Leader Course (C-28) Exec Environ & Hazardous Matl (B-45) Log Exec Dev (C-14) PRIORITY 3 Army Management Staff College (C-1) University Training (D11-12) Training w/Industry (D-10) Professional Societies	PRIORITY 1 None PRIORITY 2 Mgt Dev Seminar(C-17) DOD Exec Leadership (C-4) DOD Sr Exec Leadership (C-5) Senior Staff Colleges Exec Dev Seminar (C-6) Org Ldrship For Exec (C-19) PRIORITY 3 Training w/Industry (D-10) Senior Staff Colleges Professional Societies

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CAREER PROGRAM: 13
CAREER PROGRESSION FOR: INVENTORY MANAGEMENT SPECIALIST AND SUPPLY SYSTEM ANALYST
SERIES: 2010/2003

GS 5-7	GS 9-11	GS 12-13	GS 14-15
PRIORITY 1 *Action Officer Dev (C-31) PRIORITY 2 Fund of Sys Acq Mgt (B-49) Integrated Item Mgr (B-52) Def Inventory Mgt(B-30) PRIORITY 3 Local Short-Term Asgmts Self Development (College) Professional Societies	PRIORITY 1 NONE PRIORITY 2 Provisioning (B-76) Configuration Mgt (B-13) Def Demil Pgm (B-27) Maint Prov Procedures (B-64) Dec Anal for Log (B-22) PRIORITY 3 Local Short-Term Asgmts Professional Societies	PRIORITY 1 Supervisory Dev (C-26) Leadership, Educ & Dev (C-12) Manager Dev (C-32) PRIORITY 2 Pers Mgt for Exec (C-20) Competitive Prof Dev (C-3) Team Leader Course (C-28) Exec Environ & Hazardous Matl (B-45) Intro to Oper Research (B-57) PRIORITY 3 Army Management Staff College (C-1) Log Exec Dev (C-14) University Training (D11-12) Training w/Industry (D-10) Professional Societies	PRIORITY 1 None PRIORITY 2 DOD Senior Exec Ldrship (C-5) Exec Dev Seminar (C-6) Org Ldrship For Exec(C-19) PRIORITY 3 Federal Exec Institute (C-8) Brookings Institute Professional Societies Program Management (C-22) Senior Staff College

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NOTE: Opportunities listed are not all inclusive. Local courses and newly developed management courses will be added on annual update. In the interim courses can be identified through the resident training coordinator's office. SUPERVISORY COURSES: Are not all inclusive, and should be flexible to grade levels when applicable.

CAREER PROGRAM: 13
CAREER PROGRESSION FOR: DISTRIBUTION FACILITY & STORAGE MANAGEMENT
SERIES: 2030

GS 5-7	GS 9-11	GS 12-13	GS 14-15
PRIORITY 1 *Action Officer Dev (C-31) PRIORITY 2 Fund of Sys Acq Mgt (B-49) Def Distr Mgt (B-28) Basic Frt Trf (B-11) MILSTAMP (B-69) Def Basic Preservation & Packaging (B-26) Def Vehicle Processing for Shipment & Storage (B-39) PRIORITY 3 Local Short-Term Asgmts Self Development (College) DPW Support Services Contract Administration (B-40) Inst Logistics Mgt (B-50) Professional Societies	PRIORITY 1 NONE PRIORITY 2 Def Demil Pgm (B-27) Def Hazardous Matl/Waste Handling (B-29) Def Pkg & Utilization (B-36A) Def Pkg Data Sys (B-33) Def Pkg Design (B-34) Def Pkg HazMat for Trans (B-36) Def Prep Frght Air Shpmt (B-37) Def Advanced Preservation & Packaging (B-24) PRIORITY 3 Local Short-Term Asgmts Self Development (College) Professional Societies	PRIORITY 1 Supervisory Dev (C-26) Leadership, Educ & Dev (C-12) Manager Dev (C-32) PRIORITY 2 Def Marking for Shipment and Storage (B-31) Competitive Prof Dev (C-3) Team Leader Course (C-28) Def Pkg for Log Mgrs (B-35) Exec Environ Haz Matl (B-45) PRIORITY 3 Army Management Staff College (C-1) Contr Officer Rep (B-18) Training w/Industry (D-10) Professional Societies	PRIORITY 1 None PRIORITY 2 Mgt Dev Seminar(C-17) Senior Exec Ldrship (C-5) Org Ldrship For Exec(C-19) PRIORITY 3 Exec Dev Seminar (C-6) Program Management (C-22) Senior Staff College Training w/Industry (D-10) Professional Societies

*Interns and all new action officers to Army only.

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CAREER PROGRAM: 13
CAREER PROGRESSION FOR: PACKAGING SPECIALIST
SERIES: 2032

GS 5-7	GS 9-11	GS 12-13	GS 14-15
PRIORITY 1 *Action Officer Dev (C-31) PRIORITY 2 Fund of Sys Acq Mgt (B-49) Def Distr Mgt (B-28) PRIORITY 3 Local Short-Term Asgmts Professional Societies	PRIORITY 1 NONE PRIORITY 2 Def Demil Pgm (B-27) Def Hazardous Matl/Waste Handling (B-29) Def Pkg & Intermed Prot (B-32) Def Pkg Data Sys (B-33) Def Pkg Design (B-34) Def Pkg HazMat for Trans (B-36) Def Prep Frght Air Shpmt (B-37) PRIORITY 3 Local Short-Term Asgmts Self Development (College) Professional Societies	PRIORITY 1 Supervisory Dev (C-26) Leadership, Educ & Dev (C-12) Manager Dev (C-32) PRIORITY 2 Def Marking for Shipment and Storage (B-31) Competitive Prof Dev (C-3) Team Leader Course (C-28) Def Pkg for Log Mgrs (B-35) Exec Environ Haz Matl (B-45) PRIORITY 3 Army Management Staff College (C-1) Contr Officer Rep (B-18) Training w/Industry (D-10) Professional Societies	PRIORITY 1 None PRIORITY 2 Senior Exec Ldrship (C-5) Mgt Dev Seminar(C-17) Org Ldrship For Exec(C-19) PRIORITY 3 Exec Dev Seminar (C-6) Program Management (C-22) Senior Staff College Training w/Industry (D-10) Professional Societies

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CAREER PROGRAM: 13
CAREER PROGRESSION FOR: SUPPLY CATALOGER
SERIES: 2050

GS 5-7	GS 9-11	GS 12-13	GS 14-15
PRIORITY 1 *Action Officer Dev (C-31) PRIORITY 2 Army Maint Mgt (B-8) Def Inventory Mgt (B-30) Proj. Plan & Contr Tech (B-75) PRIORITY 3 Local Short-Term Asgmts Self Development(College) Professional Societies	PRIORITY 1 NONE PRIORITY 2 Provisioning (B-76) Configuration Mgt (B-13) Def Demil Program (B-27) Integrated Item Mgt (B-52) PRIORITY 3 Local Short-Term Asgmts Professional Societies	PRIORITY 1 Supervisory Dev(C-26) Leadership, Educ & Dev (C-12) Manager Dev (C-32) PRIORITY 2 Personnel Mgt for Exec (C-20) Competitive Prof Dev (C-3) Team Leader Course (C-28) Logistics Exec Dev (C-14) PRIORITY 3 Army Management Staff College (C-1) Professional Societies	PRIORITY 1 None PRIORITY 2 DOD Exec Leadership (C-4) Mgt Dev Seminar(C-17) DOD Sr Exec Leadership (C-5) Org Ldrship For Exec (C-19) PRIORITY 3 Training w/Industry (D-10) Senior Staff Colleges(App D) Professional Societies

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CAREER PROGRAM: 17
CAREER PROGRESSION FOR: LOGISTICS SPECIALIST
SERIES: 301

GS 5-7	GS 9-11	GS 12-13	GS 14-15
PRIORITY 1 *Action Officer Dev (C-31) PRIORITY 2 Army Maint Mgt (B-8) or Integrated Item Manager (B-52) Fund of Sys Acq Mgt (B-49) or Installation Log Mgt (B-50) Fin Plan & Contr Tech (B-46) PRIORITY 3 Self Development(College) Commercial Item Descr (B-12) Acq Log Fund(B-1) Local Short-Term Asgmts Professional Societies	PRIORITY 1 NONE PRIORITY 2 Log Mgt Dev (B-62) Maint Prov Procedures (B-64) Manprint (B-66) Rel & Maint Req (B-79) Intermediate Acq Log (B-53) Def HazMat (B-29) Cost Risk Analysis (B-20) PRIORITY 3 Decision Analysis (B-22) Contracting Officers Rep (B-18) Decision Support Systems (B-23) Fin, Plan & Control Tech (B-46) Log Assistance Prg Opns (B-60) Professional Societies	PRIORITY 1 Supervisory Dev (C-26) Leadership, Educ & Dev(C-12) Manager Dev (C-32) PRIORITY 2 Manprint for Managers (B-67) Matl Acq Mgt (B-68) Maint Mgt Prof Enh Prgm (C-15) Per Mgt for Exec (C-20) Team Leader Course (C-28) PRIORITY 3 Army Mgt Staff College (C-1) Log Exec Dev Course (C-14) Professional Societies	PRIORITY 1 None PRIORITY 2 Exec Acq Log Mgt (B-44) Mgt Dev Seminar(C-17) Program Mgt (C-22) Organizational Leadership for Executives (C-19) PRIORITY 3 Federal Exec Institute (C-8) Senior Staff Colleges Professional Societies

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CAREER PROGRAM: 17
CAREER PROGRESSION FOR: PROGRAM MANAGEMENT SPECIALIST
SERIES: 340

GS 5-7	GS 9-11	GS 12-13	GS 14-15
PRIORITY 1 *Action Officer Dev (C-31) PRIORITY 2 Army Maint Mgt (B-8) Fund of Sys Acq Mgt (B-49) Acq Log Fund (B-1) Commercial Item Descr (B-12) Proj Plan & Contr Config Mgt (B-13) PRIORITY 3 Self Development(College) Local Short-Term Asgmts Professional Societies	PRIORITY 1 NONE PRIORITY 2 Maint Prov Proc (B-64) Intermediate Acq Log (B-53) Manprint (B-66) Rel & Maint Req (B-79) Inter Sys Acq (B-55) Cost Risk Analysis (B-20) PRIORITY 3 Contracting Officers Rep (B-18) Decision Support Systems (B-23) Fin, Plan & Control Tech (B-46) Log Assist Prg Opns (B-60) Log Mgt Dev (B-62) Professional Societies	PRIORITY 1 Supervisory Dev (C-26) Leadership, Educ & Dev(C-12) Manager Dev (C-32) PRIORITY 2 Manprint for Managers (B-67) Mat Acq Mgt (B-68) Maint Mgt Prof Enh Prgm (C-15) Pers Mgt for Exec (C-20) Team Leader Course (C-28) PRIORITY 3 Army Mgt Staff College (C-1) Log Exec Dev Course (C-14) Professional Societies	PRIORITY 1 None PRIORITY 2 Exec Acq Log Mgt (B-44) Mgt Dev Seminar(C-17) Program Management (C-22) Organizational Leadership for Executives (C-19) PRIORITY 3 Federal Exec Institute (C-8) Senior Staff Colleges Professional Societies

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CAREER PROGRAM: 17
CAREER PROGRESSION FOR: LOGISTICS MANAGEMENT SPECIALIST
SERIES: 346

GS 5-7	GS 9-11	GS 12-13	GS 14-15
PRIORITY 1 *Action Officer Dev (C-31) PRIORITY 2 Army Maint Mgt (B-8) Fund of Sys Acq Mgt (B-49) Integrated Item Mgr (B-52) Acq Log Fund (B-1) PRIORITY 3 Installation Log Mgt (B-50) Self Development(College) Local Short-Term Asgmts Professional Societies	PRIORITY 1 NONE PRIORITY 2 Manprint (B-66) Logistics Mgt Dev (B-62) Provisioning (B-76) Intermediate Acq Log (B-53) Configuration Mgt (B-13) Maint Prov Procedures (B-64) Rel & Maint Req (B-79) Fin, Plan & Control Tech (B-46) PRIORITY 3 Commercial Item Descr (B-12) Contracting Officers Rep (B-18) Decision Support Systems (B-23) Log Assist Prg Opns (B-60) Professional Societies	PRIORITY 1 Supervisory Dev(C-26) Leadership, Educ & Dev (C-12) Manager Dev (C-32) PRIORITY 2 Per Mgt for Exec (C-20) Manprint for Managers (B-67) Matl Acq Mgt (B-68) Maint Mgt Prof Enh Prgm (C-15) Team Leader Course (C-28) PRIORITY 3 Army Mgt Staff College (C-1) Log Exec Dev Course (C-14) Professional Societies	PRIORITY 1 None PRIORITY 2 Federal Exec Institute (C-8) Mgt Dev Seminar(C-17) Exec Acq Log Mgt (B-44) Program Mgt (C-22) Organizational Leadrship for Executives (C-19) PRIORITY 3 Senior Staff Colleges Professional Societies

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CAREER PROGRAM: 17
CAREER PROGRESSION FOR: ENGINEERING TECHNICIAN
SERIES: 802

GS 5-7	GS 9-11	GS 12-13	GS 14-15
PRIORITY 1 *Action Officer Dev (C-31) PRIORITY 2 Army Maintenance Mgt (B-8) Fund of Sys Acq Mgt (B-49) Installation Log Mgt (B-50) Commercial Item Desc (B-12) Proj Plan & Contr (B-75) Configuration Mgt (B-13) PRIORITY 3 Acq Log Fund(B-1) Self Development (College) Local Short-Term Asgmts Professional Societies	PRIORITY 1 NONE PRIORITY 2 Maint Prov Procedures (B-64) Intermediate Acq Log (B-53) Manprint (B-66) Rel & Maint Req (B-79) Def HazMat (B-29) Cost Risk Analysis (B-20) PRIORITY 3 Commercial Item Descr (B-12) Decision Support Systems (B-23) Fin, Plan & Control Tech (B-46) Log Assist Prg Opns (B-60) Logistics Mgt Dev (B-62) Contr Officers Rep (B-18) Professional Societies	PRIORITY 1 Supervisory Dev(C-26) Leadership, Educ & Dev(C-12) Manager Dev (C-32) PRIORITY 2 Manprint for Managers (B-67) Mat Acq Mat (B-68) Maint Mgt Prof Enh Prgm (C-15) Pers Mgt for Exec (C-20) Team Leader Course (C-28) PRIORITY 3 Army Mgt Staff College (C-1) Log Exec Dev Course (C-14) Professional Societies	PRIORITY 1 None PRIORITY 2 Exec Acq Log Mgt (B-44) Mgt Dev Seminar(C-17) Org Leadership for Executives (C-19) PRIORITY 3 Federal Exec Institute (C-8) Program Mgt (C-22) Senior Staff Colleges Professional Societies

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CAREER PROGRAM: 17
CAREER PROGRESSION FOR: ELECTRONICS ENGINEERING TECHNICIAN
SERIES: 856

GS 5-7	GS 9-11	GS 12-13	GS 14-15
PRIORITY 1 *Action Officer Dev (C-31) PRIORITY 2 Army Maintenance Mgt (B-8) Fund of Sys Acq Mgt (B-49) Installation Log Mgt (B-50) Commercial Item Desc (B-12) Proj Plan & Control (B-75) Configuration Mgt (B-13) PRIORITY 3 Self Development(College) Local Short-Term Asgmts Professional Societies	PRIORITY 1 NONE PRIORITY 2 Maint Prov Procedures (B-64) Manprint (B-66) Rel & Maint Req (B-79) Rel & Maint Req (B-79) Def HazMat (B-29) Cost Risk Analysis (B-20) Intermediate Acq Log (B-53) PRIORITY 3 Commercial Item Descr (B-12) Contracting Officers Rep (B-18) Decision Support Sys (B-23) Fin, Plan & Control Tech (B-46) Log Assistance Prg Opns (B-60) Log Mgt Dev (B-62) Professional Societies	PRIORITY 1 Supervisory Dev(C-26) Leadership, Educ & Dev(C-12) Manager Dev (C-32) PRIORITY 2 Manprint for Managers (B-67) Matl Acq Mgt (B-68) Intermediate Acq Log (B-53) Maint Mgt Prof Enh Prgm (C-15) Per Mgt for Exec (C-20) Team Leader Course (C-28) PRIORITY 3 Army Mgt Staff College (C-1) Log Exec Dev Course (C-14) Professional Societies	PRIORITY 1 None PRIORITY 2 Org Leadership for Mgt Dev Seminar(C-17) Executives (C-19) Federal Exec Institute (C-8) Exec Acq Log Mgt (B-44) PRIORITY 3 Training w/Industry (D-10) Program Management (C-22) Senior Staff Colleges Professional Societies

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CAREER PROGRAM: 17
PROGRESSION FOR: INDUSTRIAL ENGINEERING TECHNICIAN
SERIES: 895

GS 5-7	GS 9-11	GS 12-13	GS 14-15
PRIORITY 1 *Action Officer Dev (C-31) PRIORITY 2 Army Maint Mgt. (B-8) Fund of Sys Acq Mgt (B-49) Commercial Item Desc (B-12) Fin Plan & Control (B-46) PRIORITY 3 Log Spt Analysis (B-63) Self Development (College) Professional Societies	PRIORITY 1 None PRIORITY 2 Cost Estimating Basic (B-19) Maint Prov Procedures (B-64) Manprint (B-66) Rel & Maint Req (B-79) Configuration Mgt (B-13) Def Haz Mat (B-29) Cost Risk Analysis (B-20) PRIORITY 3 Commercial Item Desc (B-12) Decision Support Systems (B-23) Fin Plan & Control Tech (B-46) Intro to Opns Research & System Analysis (B-57) Log Assist Prg Opns (B-60) Log Mgt Dev (B-62) Professional Societies	PRIORITY 1 Supervisory Dev (C-26) Leadership, Educ & Dev (C-12) Manager Dev (C-32) PRIORITY 2 Manprint for Managers (B-67) Maint Mgt Prof Enh Prgm (C-15) Per Mgt for Exec (C-20) Team Leader Course (C-28) Mat Acq Mgt (B-68) PRIORITY 3 Army Mgt Staff College (C-1) Log Exec Dev Course (C-14) Professional Societies	PRIORITY 1 None PRIORITY 2 Organizational Leadership Mgt Dev Seminar (C-17) Executives (C-19) Exec Acq Log Mgt (B-44) PRIORITY 3 Federal Exec Institute (C-8) Program Mgt (C-22) Senior Staff Colleges Professional Societies

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CAREER PROGRAM: 17
PROGRESSION FOR: PRODUCTION FOR PRODUCTION CONTROL
SERIES: 1152

GS 5-7	GS 9-11	GS 12-13	GS 14-15
PRIORITY 1 *Action Officer Dev (C-31) PRIORITY 2 Army Maint Mgt. (B-8) Project Planning & Control Tech (B-75) Fin Plan & Control Tech (B-46) PRIORITY 3 Self Development (College) Professional Societies	PRIORITY 1 NONE PRIORITY 2 Commercial Item Descr (B-12) Def Distr Mgt Course (B-28) Rel & Maint Req (B-79) Configuration Mgt (B-13) Cost Risk Analysis (B-20) Def HazMat (B-29) Def Veh Processing for Ship & Storage (B-39) Lof Spt Analysis (B-63) PRIORITY 3 Decision Support Systems (B-23) Fin Plan & Control Tech (B-46) Log Assistance Prg Opns (B-60) Log Mgt Dev (B-62) Professional Societies	PRIORITY 1 Supervisory Dev (C-26) Leadership, Educ & Dev(C-12) Manager Dev (C-32) PRIORITY 2 Maint Mgt Prof Enh Prgm (C-15) Per Mgt for Exec (C-20) Team Leader Course (C-28) Mat Acq Mgt (B-68) Manprint for Managers (B-67) PRIORITY 3 Army Mgt Staff College (C-1) Log Exec Dev Course (C-14) Professional Societies	PRIORITY 1 None PRIORITY 2 Exec Acq Log Mgt (B-44) Mgt Dev Seminar (C-17) Organizational Leadership Executives (C-19) PRIORITY 3 Federal Exec Institute (C-8) Program Mgt (C-22) Senior Staff Colleges(App D) Professional Societies

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CAREER PROGRAM: 17
CAREER PROGRESSION FOR: FACILITIES MANAGEMENT SPECIALIST
SERIES: 1601

GS 5-7	GS 9-11	GS 12-13	GS 14-15
PRIORITY 1 *Action Officer Dev (C-31) PRIORITY 2 Installation Log Mgt (B-50) Installation Traffic Mgt (B-51) Army Installation Mgt (B-6) Commercial Item Descrip (B-12) Financial Planning & Control Techniques (B-46) Fund of Sys Acq Mgt (B-49) PRIORITY 3 Army Maintenance Mgt (B-8) Self Development(College) Local Short-Term Asgmts Professional Societies	PRIORITY 1 NONE PRIORITY 2 Log Mgt Dev (B-62) DPW Support Services Contract Admin (B-40) Inter Acq Log (B-53) Def HazMat (B-29) Cost Risk Analysis (B-20) Energy Mgt in Existing Fac (B-43) PRIORITY 3 Commercial Item Descr (B-12) Contracting Officers Rep (B-18) Decision Spt Systems (B-23) Fin Plan & Contr Tech (B-46) NDI Acq (B-70) Professional Societies	PRIORITY 1 Supervisory Dev (C-26) Leadership, Educ & Dev(C-12) Manager Dev (C-32) PRIORITY 2 Project Plan & Control (B-75) Matl Acq Mgt (B-68) Maint Mgt Prof Enh Prgm (C-15) Pers Mgt for Exec (C-20) Team Leader Course (C-28) PRIORITY 3 Army Mgt Staff College (C-1) Log Exec Dev Course (C-14) Professional Societies	PRIORITY 1 None PRIORITY 2 Exec Acq Log Mgt (B-44) Mgt Dev Seminar(C-17) Organizational Leadership for Executives (C-19) PRIORITY 3 Federal Exec Inst (C-8) Program Mgt (C-22) Senior Staff Colleges Professional Societies

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CAREER PROGRAM: 17
CAREER PROGRESSION FOR: EQUIPMENT SPECIALIST
SERIES: 1670

GS 5-7	GS 9-11	GS 12-13	GS 14-15
PRIORITY 1 *Action Officer Dev (C-31) PRIORITY 2 Army Maint Mgt (B-8) Rel & Maint Req (B-79) Fund of Sys Acq Mgt (B-49) Def Inventory Mgt (B-30) PRIORITY 3 Installation Log Mgt (B-50) Def HazMat (B-29) Acq Log Fundamentals(B-1) Self Development(College) Local Short-Term Asgmts Professional Societies	PRIORITY 1 NONE PRIORITY 2 Logistics Spt Analysis (B-63) Maint Prov Procedures (B-64) Manprint (B-66) Inter Syst Acq (B-56) Log Mgt Dev (B-62) Def HazMat (B-29) Cost Risk Analysis (B-20) Intermediate Acq Log (B-53) PRIORITY 3 Commercial Item Description (B-12) Contracting Officers Rep (B-18) Decision Support Systems (B-23) Fin, Plan, & Control Tech (B-46) Log Assistance Prg Opns (B-60)	PRIORITY 1 Supervisory Dev (C-26) Leadership, Educ & Dev(C-12) Manager Dev (C-32) PRIORITY 2 Mat Acq Mgt (B-68) Maint Mgt Prof Enh Pgm (C-15) Personnel Mgt for Exec (C-20) Team Leader Course (C-28) Manprint for Managers (B-67) PRIORITY 3 Army Mgt Staff College (C-1) Log Exec Dev Course (C-14) Professional Societies	PRIORITY 1 None PRIORITY 2 Exec Acq Log Mgt (B-44) Mgt Dev Seminar (C-17) Organizational Ldrshp for Executives (C-19) PRIORITY 3 Federal Exec Institute (C-8) Program Mgt (C-22) Senior Staff Colleges Professional Societies

*Interns and all new action officers to Army only.

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CAREER PROGRAM/FIELD: 24
CAREER PROGRESSION FOR: TRANSPORTATION ADMINISTRATION
SERIES: 301

GS 5-7	GS 9-11	GS 12-13	GS 14-15
PRIORITY 1 *Action Officer Dev (C-31) PRIORITY 2 ***Intr to Def Trans Army Maint Mgt (B-8) or Integrated Item Manager (B-52) Fund of Sys Acq Mgt (B-49) or Installation Log Mgt (B-50) Fin Plan & Contr Tech (B-46) PRIORITY 3 Self Development(College) Acq Log Fund(B-1) Local Short-Term Asgmts Professional Societies	PRIORITY 1 NONE PRIORITY 2 Log Mgt Dev (B-62) Plan, Prog, Budget & Exec System (C-21) ** Effective Briefing Tech Rel & Maint Req (B-79) Intermediate Acq Log (B-53) Def HazMat (B-29) Cost Risk Analysis (B-20) PRIORITY 3 Decision Analysis (B-22) Contracting Officers Rep (B-18) Decision Support Systems (B-23) Fin, Plan & Control Tech (B-46) Log Assistance Prg Opns (B-60) Competitive Prof Dev (C-3)	PRIORITY 1 Supervisory Dev (C-26) Leadership, Educ & Dev(C-12) Manager Dev (C-32) PRIORITY 2 Def Adv Trf Mgt (B-25) Matl Acq Mgt (B-68) Trans Mgt Prof Enh Prgm (C-29) Per Mgt for Exec (C-20) Team Leader Course (C-28) PRIORITY 3 Army Mgt Staff College (C-1) Log Exec Dev Course (C-14) Competitive Prof Dev (C-3) Professional Societies	PRIORITY 1 None PRIORITY 2 Exec Acq Log Mgt (B-44) Program Mgt (C-22) PRIORITY 3 Federal Exec Institute (C-8) Organizational Leadership for Executives (C-19) Senior Staff Colleges Professional Societies

*Interns and all new action officers to Army only.

** Self-Development (College or NISC) and/or on-site contractor

*** Classes taught at the Transportation School at Ft Eustis, VA

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CAREER PROGRAM: 24
CAREER PROGRESSION FOR: LOGISTICS MANAGEMENT SPECIALIST
SERIES: 346

GS 5-7	GS 9-11	GS 12-13	GS 14-15
PRIORITY 1 *Action Officer Dev (C-31) PRIORITY 2 HazMat For Trans (B-36) PRIORITY 3 Acq Logistics Fund (B-1) Basic Freight Traffic (B-11) Def Basic Preservation & Packaging (B-26) Def Inv Mgt (B-30) MILSTAMP (B-69) Self Development(College) Local Short-Term Asgmts Professional Societies	PRIORITY 1 NONE PRIORITY 2 Log Mgt Development (B-62) Plan, Prog, Budget & Exec System (C-21) PRIORITY 3 Def HazMat Handling (B-29) Contr Officer Rep (B-18) Def Pkg HazMat for Trans (B-36) Install Log Mgt (B-50) Training w/Industry (D-10) University Training (D11-12) Security Assist Mgt (B-81) Professional Societies	PRIORITY 1 Supervisory Dev (C-26) Leadership, Educ & Dev (C-12) Manager Dev (C-32) PRIORITY 2 Per Mgt For Exec(C-20) PRIORITY 3 Def Adv Trf Mgt (B-25) Decision Support System (B-23) Training w/Industry (D-10) University Training (D11-12) Professional Societies	PRIORITY 1 None PRIORITY 2 Org Ldrshp for Exec (C-19) Mgt Dev Seminar (C-17) Senior Staff Colleges Trans Mgt Professional Enhancement Program (C-29) PRIORITY 3 Training w/Industry (D-10) Brookings Institute Federal Exec Institute (C-8) Professional Societies

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CAREER PROGRAM: 24
CAREER PROGRESSION FOR: GENERAL TRANSPORTATION SPECIALIST
SERIES: 2101

GS 5-7	GS 9-11	GS 12-13	GS 14-15
PRIORITY 1 *Action Officer Dev (C-31) PRIORITY 2 Def Pkg of HazMat (B-36) For Trans(B-29) PRIORITY 3 MILSTAMP(B-69) Basic Frt Trf (B-11) Def Basic Preservation & Pkg (B-26) Def Inv Mgt(B-30) Install Log Mgt(B-50) ***Depot Spt Opns Mgt ***Mgt of Def Acq Contr(Basic) ***Intro to Def Trans Local Short-Term Asgmts Self Development(College) Professional Societies	PRIORITY 1 NONE PRIORITY 2 Contr Ofc Rep(B-18) Def Pkg HazMat for Trans(B-36) HazMat Handling(B-29) PRIORITY 3 Install Log Mgt(B-50) Training With Industry(D-10) **Effective Briefing Tech **WritingTech for Supvr & Mgr Joint Personal Prop(B-58) Passenger Trf Spec(B-73) ***Tech Trans of HazMat ***Def Insp of Pkg Pers Prop ***Performance Work Stmt ***Mgmt of Install Level Contracts Def Pkg & Unitization (B-36A) University Trng (D11-12) Short-Term Trng Competitive Prof Dev (C-3) Professional Societies	PRIORITY 1 Supervisory Dev(C-26) Leadership, Educ & Dev(C-12) Manager Dev (C-32) PRIORITY 2 Personnel Mgt for Exec(C-20) Def Adv Trf Mgt(B-25) Position Mgt (94) Personnel Mgt for Supr (C-20) Dir of Log Plan, Prog, Budget & Exec System (C-21) PRIORITY 3 Log Exec Dev(C-14) Install Trf Mgt(B-51) Competitive Prof Dev (C-3) ***Gen Trans of HazMat Decision Support System (B-23) ***Combat Development Professional Societies	PRIORITY 1 None PRIORITY 2 Mgmt Dev Seminar (C-17) Org Leadership For Exec (C-19) Senior Staff Colleges (App D) ***Trans Mgt Professional Enhancement Program(C-29) PRIORITY 3 Training w/Industry(D-10) Professional Societies

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*** Classes taught at the Transportation School at Ft Eustis, VA. NOTE: Opportunities listed are not all inclusive. Local courses and newly developed management courses will be added on annual update. In the interim courses can be identified through the resident training coordinator's office. SUPERVISORY COURSES: Are not all inclusive, and should be flexible to grade levels when applicable.

CAREER FIELD: 24
CAREER PROGRESSION FOR: TRANSPORTATION CLERK & ASSISTANT
SERIES: 2102

GS 4-6	GS 7
PRIORITY 1 *Action Officer Dev (C-31)	PRIORITY 1 NONE
PRIORITY 2 NONE	PRIORITY 2 Def Pkg of HazMat for Trans(B-36)
PRIORITY 3 ***Intro to Def Trans HazMat Handling(B-29) Basic Frt Trf(B-11) Joint Personal Prop(B-58) MILSTAMP(B-69) Ship Loading & Stowage(B-82) Self-Development(College)	PRIORITY 3 HazMat Handling(B-29) Passenger Trf Specialist(B-73) **Effective Briefing Tech **WritingTech for Supvr & Mgrs Short-Term Training University Training (D11-12) Local Short-term Asgmts
Professional Societies	Professional Societies

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** Self-Development (College or NISC) and/or on-site contractor

*** Classes taught at the Transportation School at Ft Eustis, VA

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CAREER PROGRAM: 24
CAREER PROGRESSION FOR: TRAFFIC MANAGEMENT SPECIALIST
SERIES: 2130

GS 5-7	GS 9-11	GS 12-13	GS 14-15
PRIORITY 1 *Action Officer Dev (C-31) PRIORITY 2 HazMat Handling(B-29) ***Intro to Def Trans PRIORITY 3 Self Development(College) Basic Frt Trf(B-11) Def Basic Preservation & Packaging(B-26) Def Inv Mgt(B-30) Mgt of Def Acq Contr(Basic) MILSTAMP(B-69) HazMat Handling(B-36) Local Short-Term Asgmts ***Depot Spt Opns Mgt Self Development(College) Professional Societies	PRIORITY 1 NONE PRIORITY 2 Def Pkg HazMat for Trans(B-36) Log Mgt Dev (B-62) HazMat Handling(B-29) PRIORITY 3 Install Log Mgt(B-50) Short-Term Trg(D-10) University Training(D11-12) Competitive Prof Dev Asgmts **Effective Briefing Tech **WritingTech for Supr & Mgr ***Integrated Log Spt-Basic ***Tech Trans of HazMat Training With Industry (D-10) Competitive Prof Dev (C-3) Professional Societies	PRIORITY 1 Supervisory Dev(C-26) Leadership, Educ & Dev(C-12) Manager Dev (C-32) PRIORITY 2 Personnel Mgt for Exec(C-20) Def Adv Trf Mgt(B-25) Plan, Prog, Budget & Exec System (C-21) Dir of Log Position Mgt PRIORITY 3 Install Trf Mgt(B-51) HazMat Handling(B-29) Decision Support System(B-23) Competitive Prof Dev (C-3) ***Gen Trans of Haz Mgt ***Combat Development Professional Societies	PRIORITY 1 None PRIORITY 2 Org Ldrship-Executives(C-19) Mgt Dev Seminar(C-17) Trans Mgt Professional Enhancement Program (C-29) Senior Staff Colleges (App D) SES Progression Prog PRIORITY 3 Training w/Industry(D-10) Professional Societies

*Interns and all new action officers to Army only. ** Self-Development (College or NISC) and/or on-site contractor

*** Classes taught at the Transportation School at Ft Eustis, VA. **NOTE:** Opportunities listed are not all inclusive. Local courses and newly developed management courses will be added on annual update. In the interim courses can be identified through the resident training coordinator's office. SUPERVISORY COURSES: Are not all inclusive, and should be flexible to grade levels when applicable.

CAREER FIELD: 24
CAREER PROGRESSION FOR: FREIGHT RATE
SERIES: 2131

GS 4-6	GS 7-8	GS 9-12
PRIORITY 1 *Action Officer Dev (C-31) PRIORITY 2 NONE PRIORITY 3 I***ntro to Def Trans HazMat Handling(B-29) Basic Frt Trf(B-11) Joint Personal Prop(B-58) MILSTAMP(B-69) Ship Loading & Stowage(B-82) Self-Development(College) Professional Societies	PRIORITY 1 NONE PRIORITY 2 Def Pkg of HazMat Personnel Mgt for Exec(C-20) for Trans(B-36) HazMat Handling(B-29) PRIORITY 3 Passenger Trf Specialist(B-73) **Effective Briefing Tech **WritingTech for Supvr & Mgrs Short-Term Training University Training (D11-12) Local Short-term Asgmts Professional Societies	PRIORITY 1 Supervisory Dev(C-26) Leadership. Educ & Dev(C-12) PRIORITY 2 Defense Adv Preservation & Pkg(B-24) Def Adv Trf Mgt(B-25) Joint Personal Prop(B-58) PRIORITY 3 Log Exec Dev(C-14) Install Trf Mgt(B-51) Decision Support System(B-23) Training With Industry(D-10) University Training(D11-12) Competitive Prof Dev (C-3) Plan, Prog, Budget & Exec System (C-21) Professional Societies

*Interns and all new action officers to Army only.

** Self-Development (College or NISC) and/or on-site contractor

*** Classes taught at the Transportation School at Ft Eustis, VA

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COURSES: Are not all inclusive, and should be flexible to grade levels when applicable.

CAREER FIELD: 24
CAREER PROGRESSION FOR: TRANSPORTATION LOSS & DAMAGE
SERIES: 2135

GS 4-6	GS 7-8	GS 9-12
PRIORITY 1 *Action Officer Dev (C-31) PRIORITY 2 NONE PRIORITY 3 ***Intro to Def Trans HazMat Handling(B-29) Basic Frt Trf(B-11) Joint Personal Prop(B-58) MILSTAMP(B-69) Ship Loading & Stowage(B-82) Self-Development(College) Professional Societies	PRIORITY 1 NONE PRIORITY 2 Def Pkg of HazMat for Trans (B-36) HazMat Handling(B-29) PRIORITY 3 Passenger Trf Specialist(B-73) **Effective Briefing Tech **WritingTech for Supvr & Mgrs Short-Term Training University Training (D11-12) Local Short-term Asgmts Professional Societies	PRIORITY 1 Supervisory Dev(C-26) Leadership. Educ & Dev(C-12) PRIORITY 2 Personnel Mgt for Exec(C-20) Defense Adv Preservation & Pkg(B-24) Def Adv Trf Mgt(B-25) Joint Personal Prop(B-58) PRIORITY 3 Log Exec Dev(C-14) Install Trf Mgt(B-51) Decision Support System(B-23) Training With Industry(D-10) University Training(D11-12) Competitive Prof Dev (C-3) Plan, Prog, Budget & Exec System (C-21) Professional Societies

*Interns and all new action officers to Army only.

** Self-Development (College or NISC) and/or on-site contractor

*** Classes taught at the Transportation School at Ft Eustis, VA

NOTE: Opportunities listed are not all inclusive. Local courses and newly developed management courses will be added on annual update. In the interim courses can be identified through the resident training coordinator's office. SUPERVISORY

COURSES: Are not all inclusive, and should be flexible to grade levels when applicable.

CAREER FIELD: 24
CAREER PROGRESSION FOR: CARGO SCHEDULING
SERIES: 2144

GS 4-6	GS 7-8	GS 9-12
PRIORITY 1 *Action Officer Dev (C-31) PRIORITY 2 NONE PRIORITY 3 ***Intro to Def Trans HazMat Handling(B-29) Basic Frt Trf(B-11) Joint Personal Prop(B-58) MILSTAMP(B-69) Ship Loading & Stowage(B-82) Self-Development(College) Professional Societies	PRIORITY 1 NONE PRIORITY 2 Def Pkg of HazMat for Trans(B-36) HazMat Handling(B-29) PRIORITY 3 Passenger Trf Specialist(B-73) Effective Briefing Tech WritingTech for Supvr & Mgrs Short-Term Training University Training (D11-12) Local Short-term Asgmts Professional Societies	PRIORITY 1 Supervisory Dev(C-26) Leadership. Educ & Dev(C-12) PRIORITY 2 Personnel Mgt for Exec(C-20) Defense Adv Preservation & Pkg(B-24) Def Adv Trf Mgt(B-25) Joint Personal Prop(B-58) PRIORITY 3 Log Exec Dev(C-14) Install Trf Mgt(B-51) Decision Support System(B-23) Training With Industry(D-10) University Training(D11-12) Competitive Prof Dev (C-3) Plan, Prog, Budget & Exec System (C-21) Professional Societies

*Interns and all new action officers to Army only. ** Self-Development (College or NISC) and/or on-site contractor

*** Classes taught at the Transportation School at Ft Eustis, VA. NOTE: Opportunities listed are not all inclusive. Local courses and newly developed management courses will be added on annual update. In the interim courses can be identified through the resident training coordinator's office. SUPERVISORY COURSES: Are not all inclusive, and should be flexible to grade levels when applicable.

CAREER PROGRAM: 24
CAREER PROGRESSION FOR: TRANSPORTATION SPECIALIST
SERIES: 2150

GS 5-7	GS 9-11	GS 12-13	GS 14-15
PRIORITY 1 *Action Officer Dev (C-31) PRIORITY 2 HazMat Handling(B-29) ***Intro to Def Trans PRIORITY 3 Self Development(College) Basic Frt Traffic (B-11) Def Basic Preservation & Packaging (B-26) Def Inv Mgt(B-30) MILSTAMP(B-69) Depot Spt Opns Mgt Mgt of Def Acq Contr(Basic) Local Short-Term Asgmts ***Force Modem & Sustainment ***Automation Software ***Def Basic Preservation Professional Societies	PRIORITY 1 NONE PRIORITY 2 Log Mgt Dev(B-62) HazMat Handling(B-29) PRIORITY 3 Contr Ofc Rep(B-18) Install Log Mgt(B-50) HazMat Handling(B-29) Training With Industry(D-10) **Effective Briefing Tech **Writing Tech for Supvr & Mgr University Training(D11-12) Competitive Prof Dev (C-3) Professional Societies	PRIORITY 1 Supervisory Dev(C-26) Leadership, Educ & Dev(C-12) Manager Dev (C-32) PRIORITY 2 Install Trf Mgt(B-51) Personnel Mgt for Supv (C-20) PPBES (C-21) ***Trans Officer-Basic PRIORITY 3 Def Adv Trf Mgt(B-25) Decision Support System(B-23) Competitive Prof Dev (C-3) Training w/Industry(D-10) Professional Societies	PRIORITY 1 None PRIORITY 2 Org Leadership-Executives (C-19) Management Dev(C-17) Trans Mgt Professional Enhancement Program(C-29) Pers Mgt for Execs (C-20) PRIORITY 3 Training With Industry(D-10) Professional Societies Senior Staff Colleges

*Interns and all new action officers to Army only.

** Self-Development (College or NISC) and/or on-site contractor

*** Classes taught at the Transportation School at Ft Eustis, VA

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CAREER FIELD: 24
CAREER PROGRESSION FOR: DISPATCHING
SERIES: 2151

GS 4-6	GS 7
PRIORITY 1 NONE PRIORITY 2 NONE PRIORITY 3 ***Intro to Def Trans HazMat Handling(B-29) Basic Frt Trf(B-11) Joint Personal Prop(B-58) MILSTAMP(B-69) Ship Loading & Stowage(B-82) Self-Development(College) Professional Societies	PRIORITY 1 Supervisor Development (C-26) Leadership Educ and Dev (C-12) PRIORITY 2 Def Pkg of HazMat for Trans(B-36) HazMat Handling(B-29) PRIORITY 3 **Effective Briefing Tech **WritingTech for Supvr & Mgrs Short-Term Training University Training (D11-12) Local Short-term Asgmts Professional Societies Passenger Trf Specialist(B-73)

*Interns and all new action officers to Army only.

** Self-Development (College or NISC) and/or on-site contractor

*** Classes taught at the Transportation School at Ft Eustis, VA

NOTE: Opportunities listed are not all inclusive. Local courses and newly developed management courses, e.g., Action Officer course, Seminar for New Managers, etc., will be added on annual update. In the interim courses can be identified through the resident training coordinator's office. SUPERVISORY COURSES: Are not all inclusive, and should be flexible to grade levels when applicable.

CAREER PROGRAM: 24
CAREER PROGRESSION FOR: MARINE CARGO SPECIALIST
SERIES: 2161

GS 5-7	GS 9-11	GS 12-13	GS 14-15
PRIORITY 1 *Action Officer Dev (C-31) PRIORITY 2 ***Intro to Def Trans HazMat Handling(B-29) PRIORITY 3 Self Development(College) Basic Frt Trf(B-11) Def Pkg HazMat for Trans(B-36) MILSTAMP (B-69) Local Short-Term Asgmts ***Force Modern & Sustainment Professional Societies	PRIORITY 1 NONE PRIORITY 2 HazMat Handling(B-29) PRIORITY 3 Contr Ofc Rep(B-18) Training With Industry(D-10) **Writing tech for Supvr & Mgr Def Packing & Unitization(B-36A) Def Inspection Pkg Pers Prop ***Tech trans of HazMat Short-Term Training Local Short-Term Asgmts **Effective Briefing Tech University Trng (D11-12) Competitive Prof Dev(C-3) Professional Societies	PRIORITY 1 Supervisory Dev(C-26) Leadership Educ & Dev (C-12) Manager Dev (C-32) PRIORITY 2 Personnel Mgt for Supr(C-20) Position Mgt PPBES (C-21) Org Leadership for Exec (C-19) Ocean Trans & Term Opns Mgt Intermodal Dry Cargo(Trans Sch) Container/CSC Reinsp(Trans Sc) PRIORITY 3 Decision Support System(B-23) Def Adv Trf Mgt(B-25) Competitive Prof Dev(C-3) Professional Societies	PRIORITY 1 None PRIORITY 2 Mgmt Dev Seminar (C-17) Pers Mgt for Execs (C-20) Trans Mgt Professional Enhancement Program(C-29) SES Progression Prog PRIORITY 3 Trng w/Industry (D-10) Professional Societies Senior Staff Colleges

*Interns and all new action officers to Army only.

** Self-Development (College or NISC) and/or on-site contractor

*** Classes taught at the Transportation School at Ft Eustis, VA

NOTE: Opportunities listed are not all inclusive. Local courses and newly developed management courses will be added on annual update. In the interim courses can be identified through the resident training coordinator's office. SUPERVISORY COURSES: Are not all inclusive, and should be flexible to grade levels when applicable.

CHAPTER 3

MASTER INTERN TRAINING PLAN (MITP)

3-1. PURPOSE:

a. This chapter describes the Department of Army wide Master Intern Training Plan (MITP) for career interns and Presidential Management Interns (PMI). The supervisor will use the MITP as a guide when developing the intern's Individual Development Plan (IDP). The MITP is a comprehensive plan outlining the core subject matter which interns should know by the time they reach their target grade.

3-2. RESPONSIBILITIES:

a. Intern's proponent office will:

(1) Maintain the MITP.

(2) Provide information on training opportunities.

(3) Determine equivalent training for mandatory functional training and constructive credit time allowed. Constructive credit will be counted toward time-in-grade for promotion purposes.

(4) Review training plan submitted by the intern's permanent duty location. Provide training recommendations as appropriate.

(5) Distribute pertinent intern information to MACOM career program managers.

b. Activity Career Program Manager (ACPM) will:

Develop list of journeyman-level employees who will serve as mentors for interns. Mentors will not be a part of the intern's supervisory chain but will advise and assist the intern throughout the program. The mentor will relate program weaknesses to the ACPM.

c. The supervisor in coordination with the ACPM will develop a training plan (Phase II) at their permanent duty location. A copy will be provided to the Logistics Management Proponency Office (LogPro) or the Transportation Management Proponency Office, whichever is applicable.

d. At the permanent duty location (PDL) the appropriate proponency office will coordinate with the ACPM and the supervisor in developing a training plan for the intern's last portion of training (Phase II).

3-3. INTERN ACQUISITION AND FUNDING:

a. Interns may enter the program at the GS-5, GS-7, or GS-9 (PMI) levels. Based on commands needs, the Functional Chief Representative (FCR) will determine the target grade of GS-9, or GS-11 for Department of Army (DA) interns prior to the recruitment. In the case of PMIs the target grade is GS-12. Interns may be recruited through external hiring, merit system placement, and/or co-op program placement.

b. Department of Army interns are centrally funded for up to 24 months depending upon the career program. The interns during that period are assigned to the appropriate proponent office.

3-4. STRUCTURE OF THE TRAINING PLAN:

a. The MITP provides guidance for the two-phase training programs of both 18 and 24 months. Career interns who successfully complete the program will qualify for noncompetitive promotion to GS-9, or GS-11, or GS-12, depending on the program.

b. The MITP for the each intern program in this chapter has been formatted with blank columns for Dates of Training and Supervisor Certification. The supervisor will develop an individual development plan (IDP) for each intern by (a) printing off a copy of the MITP, (b) comparing the intern's education and experience with the requirements of the MITP, and then (c) making pen and ink changes to the MITP as needed based upon the intern's background.. If the intern has work experience or classroom training in the job specialty, the supervisor may shorten or delete selected sections of the MITP. As a substitution, the intern may be assigned alternate training objective, such as, on-the-job training (OJT) at a MACOM HQ, Directorate of Logistics, or HQDA DCSLOG. If needed, additional training time can be added to another segment of the IDP in which the intern has little or no knowledge. In this way the MITP is transformed into the intern's IDP. When the intern does not have job-related experience and/or education, the entire MITP becomes the intern's IDP

c. The IDP prepares the intern for target-level performance. It serves as a basis for developing performance objectives and is used as documentation for the intern's performance appraisal. (See paragraph 3-5 Performance Appraisal.)

d. The Office of Personnel Management facilitates and provides structured career development activities for participants in the PMI program.

3-5. PERFORMANCE APPRAISAL:

a. Career interns are rated under the Senior System of the Total Army Performance Evaluation System (TAPES). They will be rated after a 6-month period beginning on their entrance on duty (EOD) dates. (This first semi-annual rating is a special rating.) One year after EOD, interns will receive their first annual rating. Thereafter, they will continue on their EOD-based rating cycle until they complete the intern program.

b. Intern supervisors will attach the intern's IDP to the Senior System Civilian Evaluation Report Support Form (DA Form 7222-1) and annotate it as courses and on-the-job training are

accomplished. Accordingly, the DA Form 7222-1 with the annotated IDP will provide the documentation for the intern's official performance appraisal, Senior System Civilian Evaluation Report (DA Form 7222). The ACPM is the approving official on both of these forms. The intern must achieve a rating of successful or better on their semiannual/annual rating.

c. Activities will ensure that the Civilian Evaluation Report Support Form specifically identifies intern program administration and evaluation as a performance element for the supervisors of interns.

3-6. SUPPLY, MAINTENANCE, OR TRANSPORTATION INTERN :

For more specific information on the Individual Development Plan (IDP), Performance Appraisal, Structure of the Training Plan and Training Outlines refer to the appropriate DA Supply, Maintenance, or Transportation Intern Section.

3-6(a). CP-13 SUPPLY MITP.

Department of Army supply interns are centrally funded for 24 months, and are assigned to the LogPro Office for approximately 14 months. Activities must allow the intern to complete Phase II of the training program as outlined in this plan and his/her IDP.

a. The MITP provides guidance for two-phase training programs of 24 months. Career interns who successfully complete the program will qualify for noncompetitive promotion to GS-9 or GS-11 positions in the 340, 346, 2001, 2003, 2010, 2030, 2032, and 2050 job series.

b. Deviation from the MITP will be authorized only if the intern has previous experience in the specific functional area for which training is planned.

c. The career program manager, in coordination with the servicing CPO/CPAC/CPOC, may extend the training program for up to six months for interns who have not yet acquired the KSAs required in the MITP for performance in a target-level position.

d. In Phase I and Phase II, the intern works under the supervision and guidance of a single supervisor or functional specialist. The intern is given specific developmental work assignments with oral and/or written instructions. The supervisor or a functional specialist gives advice or explanations and assesses the intern's progress. The intern's work is reviewed to verify that adequate and accurate application of doctrine or regulation was accomplished. The intern's performance is evaluated to assess capabilities, comprehension of subject matter, initiative, and the basis of conclusions and recommendations prepared.

CP 13 (Supply Management) Phase I - Training and Learning Objectives

a. This phase provides 14 months of formal and rotational on-the-job training (OJT) in supply management with emphasis on the knowledges, skills, and abilities required in supply

management. This includes supply operations for both retail and wholesale levels. The intern will also receive an orientation on Department of the Army, Major Army Commands, the activity where assigned, and the mission, functions, and organization of the Defense supply system. The OJT may be at any of the following activities: DA, MACOM Headquarters, Major Subordinate Command, or Major Installations. The intern will learn various supply functions such as:

(1) Materiel Distribution. The intern will gain knowledge of troop support requirements, Materiel support requirements for specific supply and distribution and redistribution plans.

(2) Requisition. The intern will gain knowledge of the policies governing the Military Standard Requisitioning and Issue Procedures (MILSTRIP) system and the Uniform Movement and Materiel Issue Priority System (UMMIPS), to include the standard coding and processing of issues from depot to user, vendor to user, and user to user.

(3) Federal Catalog System. The intern will gain knowledge of the federal policy governing the single catalog and standardization system (that is the Defense Cataloging and Standardization Act, U.S. code Titles 10 and 401; the Army policy governing cataloging procedures; and the Army Master Data file.)

(4) Wholesale Supply Policy. The intern will gain knowledge of the regulations and policies affecting national-level supply operations management.

(5) Retail Supply Policy. The intern will gain knowledge of the regulations and policies affecting field-level supply operations management.

(6) Inventory Reporting. The intern will gain knowledge of policies and procedures that classify inventory records, classify transactions affecting the inventory, and regulate the basis for financial inventory accounting of assets.

(7) Storage and Distribution. The intern will gain knowledge of policy and regulations governing storage and distribution facilities operations and their interfaces with resource management, transportation, preservation and packaging, safety, security, planning, operational work standards, quality assurance, and data processing.

b. During this phase, the intern will satisfactorily complete the prescribed training identified for Phase I. If the intern is unable to attend a mandatory course, the LogPro Office may be able to determine a course with a comparable program of instruction, or means to ensure acquisition of needed competencies.

CP 13 (Supply Management) Phase II - Training and Learning Objectives

- This phase consists of 10 months of additional functional training designed to qualify the intern for placement in the targeted GS-9, GS-11, or GS-12 position.

- This phase provides 10 months of rotational on-the-job training (OJT) in National/ Wholesale or Field Retail supply management with emphasis on the knowledges, skills, and abilities required in the wholesale supply management arena.

CP 13 (Supply Management) Training Outline (24-Month Training Program)

GS-7, Target GS-11 Positions (Outstanding Scholar Program)

GS-5, Target GS-9 (All others)

Phase I - 14 Months (Includes: Classroom=C, Correspondence=CORR and On-The-Job-Training=OJT)

1. Orientation:

	Date	Type of Training	Supervisor Certifies
Federal employment, civil service status, employee benefits, standards of conduct, security requirements, career management, total Army culture briefings, the mission and organization of DOD, DA, MACOMS and activities (1 week)		C	

2. Formal Training:

a. Quartermaster Officer Basic Course; US Army Quartermaster School, Ft. Lee, VA (14 weeks)		C	
b. Intern Leadership Development Course; Center for Army Leadership, Ft. Leavenworth, KS (1 week)		C	
c. Action Officer Development Course; (12AOC) Army Institute for Professional Development; Ft. Eustis, VA (1 week correspondence)		CORR	
d. Decision Analysis for Logisticians (ALMC-DC); Army Logistics Management College; Ft. Lee, VA (2 weeks)		C	
e. Planning, Programming, Budgeting & Execution System Course (7D-45A/541-F13); Finance School; Ft. Jackson, SC (2 weeks)		C*	
f. Integrated Item Managers (ALMC-IF); Army Logistics Management College; Ft. Lee, VA (3 weeks)		C*	
g. Defense Distribution Management Course (ALMC 8B-F10); Army Logistics Management College; Ft. Lee, VA (4 weeks)		C*	
h. Provisioning Course (LOG 205 DAU); USAF Institute of Technology, Wright-Patterson AFB, OH (1 week)		C*	
i. Fundamentals of Systems Acquisition Management Course (ACQ 101 DAU); Defense System Management College; Ft. Belvoir, VA (2 weeks)		C*	

***Equivalency of these courses are currently taught by the School of Engineering and Logistics.**

3. Functional Training

a. Logistics Automation (2 weeks) OJT

b. Assignments for training in Retail/Field Level or in Wholesale Supply Management: (For interns whose PDL will be at a wholesale installation, OJT will be at retail level: for interns whose PDLs will be at a retail installation, OJT will be at a wholesale level.) (13 weeks) OJT

- (1) Overview of Logistics Issues (FORSCOM HQ)
- (2) Division Support Command/ Corps Support Command
- (3) Materiel Management Center (including retail logistics automation)
- (4) Logistics Assistance Office
- (5) Directorate of Logistics

c. Logistics Support Activity, Redstone Arsenal, Huntsville, AL (2 weeks) OJT

d. Joint training with other Agencies and/or Services such as Defense Logistics Agency, Air Force or Navy (4 weeks) OJT

e. Supply Depot Assignment (4 weeks) OJT

Phase II - 10 Months

1. Functional Training (note: a or b depending on MACOM and designated position). OJT, C

a. Assignments for training in National/Wholesale Supply Management in areas listed below: (48 weeks for interns destined for wholesale positions). OJT, C

- (1) Supply/NICP Processes
- (2) Technical Training (based on project PDL assignment)
- (3) Weapons System Training
- (4) ILS office

b. Assignments for training and retail supply management and various retail level processes (48 weeks for interns destined for retail positions).

3-6(b) . CP-17 MAINTENANCE MITP.

Department of Army maintenance interns are centrally funded for 24 months, and are assigned to the LogPro Office for approximately 14 months. Activities must allow the intern to complete Phase II of the training program as outlined in this plan and his/her IDP.

a. The MITP provides guidance for two-phase training programs of 24 months. Career interns who successfully complete the program will qualify for noncompetitive promotion to GS-9 or GS-11 positions in the 340, 346, 895, 1601, 1152, and 1670 job series.

b. Deviation from the MITP will be authorized only if the intern has previous experience in the specific functional area for which training is planned.

c. The career program manager, in coordination with the servicing CPO/CPAC/CPOC, may extend the training program for up to six months for interns who have not yet acquired the KSAs required in the MITP for performance in a target-level position.

d. In Phase I and Phase II, the intern works under the supervision and guidance of a single supervisor or functional specialist. The intern is given specific developmental work assignments with oral and/or written instructions. The supervisor or a functional specialist gives advice or explanations and assesses the intern's progress. The intern's work is reviewed to verify that adequate and accurate application of doctrine or regulation was accomplished. The intern's performance is evaluated to assess capabilities, comprehension of subject matter, initiative, and the basis of conclusions and recommendations prepared.

CP 17 (Materiel Maintenance Management) Phase I - Training and Learning Objectives

a. This phase provides 14 ½ months of formal and rotational on-the-job training (OJT) in materiel maintenance management with emphasis on the knowledges, skills, and abilities required in materiel maintenance management. This includes maintenance operations at all levels of field and depot levels. The intern will also receive an orientation on Department of the Army, Major Army Commands, the activity where assigned, and the mission, functions, and organization of the Defense maintenance system. The OJT may be at any of the following activities: DA, MACOM Headquarters, Major Subordinate Command, or Major Installations. The intern will learn various materiel maintenance functions such as:

(1) Materiel Distribution - The intern will gain knowledge of troop support requirements, Materiel support requirements for specific supply and distribution and redistribution plans.

(2) Logistics Support Planning - The intern will gain knowledge of the policies and procedures relevant to the integrated logistics support (ILS) of equipment throughout the overall life cycle and acquisition and management of ILS for systems and equipment.

(3) Configuration Management - The intern will gain knowledge of policy and procedures governing configuration management, to include technical documentation procedures and requirements for tracing modifications and engineering changes made throughout the life-cycle of equipment or hardware and software.

(4) Maintenance Operation Policy - The intern will gain knowledge of the policies, procedures, and regulations pertaining to repair maintenance and fabrication.

(5) Maintenance Skills Requirements - The intern will gain knowledge of type and level of skill required for the maintenance and repair of materiel, the support of developmental and fielded items, and the overhaul and rebuild of materiel.

(6) Maintenance Engineering - The intern will gain knowledge of emergency plans for mobilization, war reserve stocks, materiel maintenance support requirements and special operating forces, continuity of operations, characteristics in order to recommend design changes, transportation needs and support of civil authorities, and modifications to materiel for maintainability.

(7) Provisioning - The intern will gain knowledge of the regulations governing development or assessment of provisioning requirements; that is, selection, coding, and allocation of repair parts to all levels of maintenance; provisioning planning; the maintenance of a repair parts database, either by automated or manual means; and performing post provisioning review.

b. During this phase, the intern will satisfactorily complete the prescribed training identified for Phase I. If the intern is unable to attend a mandatory course, the LogPro Office may be able to determine a course with a comparable program of instruction.

CP 17 (Materiel Maintenance Management) Phase II - Training and Learning Objectives

- This phase consists of 9 ½ months of additional functional training designed to qualify the intern for placement in the targeted GS-9 or GS-11 position.

- This phase provides 9 ½ months of rotational on-the-job training (OJT) in National/Wholesale materiel maintenance management with emphasis on the knowledges, skills, and abilities required in the wholesale maintenance management arena.

CP 17 (Materiel Maintenance Management) Training Outline (24-Month Training Program)

GS-7, Target GS-11 Positions (Outstanding Scholar Program)

GS-5, Target GS-9 (All others)

Phase I - 14 ½ Months (Includes: Classroom=C, Correspondence=CORR and On-The-Job-Training=OJT)

1. Orientation:

Federal employment, civil service status, employee benefits, standards of conduct, security requirements, career management, total Army culture briefings, the mission and organization of DOD, DA, MACOMS and activities (1 week)

Date	Type of Training	Supervisor Certifies
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OJT

2. Formal Training:

a. Ordnance Officer Basic Course; US Army Ordnance School, Aberdeen Proving Ground, MD (19 weeks)

C

b. Intern Leadership Development Course; Center for Army Leadership, Ft. Leavenworth, KS (1 week)

C

c. Decision Analysis for Logisticians (ALMC-DC); Army Logistics Management College; Ft. Lee, VA (2 weeks)

C

d. Army Maintenance Management Course (8A-F3); US Army Logistics Management College; Ft. Lee, VA (4 weeks)

C*

e. Action Officer Development Course (12AOC); Army Institute for Professional Development; Ft. Eustis, VA (1 week correspondence)

CORR

f. Planning, Programming, Budgeting & Execution System Course (7D-45A/541-F13); Finance School; Ft. Jackson, SC (2 weeks)

C*

g. Provisioning Course (LOG 205 DAU); USAF Institute of Technology, Wright-Patterson AFB, OH (1 week)

C*

h. Fundamentals of Systems Acquisition Management Course (ACQ 101 DAU); Defense System Management College; Ft. Belvoir, VA (2 weeks)

C*

***Equivalency of these courses are currently taught by the School of Engineering and Logistics.**

3. Functional Training

a. Logistics Automation (2 weeks) (CASCOM) OJT

b. Assignments for training in Retail/Field Level or in Wholesale Maintenance Management. (For interns whose PDLs will be at a wholesale installation, OJT will be at a retail level; for interns whose PDLs will be at a retail installation, OJT will be at wholesale level.) (13 weeks) OJT

- (1) Overview of Logistics Issues (FORSCOM HQ)
- (2) Director of Logistics
- (3) Division Support Command/Corps Support Command
- (4) Logistics Assistance Office

c. Logistics Support Activity, Redstone Arsenal, Huntsville, AL (2 weeks) OJT

d. Joint training with other Agencies and/or Services such as Defense Logistics Agency, Air Force or Navy (4 weeks) OJT

e. Maintenance Depot Assignment (4 weeks) OJT

Phase II - 9 ½ Months (note: G depends on MACOM and designated position).

f. Assignments for training in National/Wholesale Maintenance Management in areas listed below: (44 weeks for interns destined for wholesale positions). OJT, C

- (1) Maintenance Process
- (2) Technical Training (electronics, hydraulics, pneumatics, mechanics - based on projected PDL assignment)
- (3) Weapons System Training
- (4) Logistics Automation
- (5) ILS Office
- (6) PM Office

g. Assignments for training and Retail Supply Management in various retail level processes (44 weeks for intern destined for retail positions).

3-6(c). CP-24 TRANSPORTATION MITP.

Department of Army Transportation Interns are centrally funded for 18 months, and are assigned to the Ft Eustis Office of the Chief of Transportation Civilian Proponency Office. The supervisor

in coordination with the ACPM will develop a training plan for the intern's last six months of training (Phase II) at their permanent duty location. A copy will be provided to the Transportation Proponency Office. Activities must allow the intern to complete Phase II of the training program as outlined in this plan and his/her IDP.

CP-24 Structure of the Training Plan

- a. The MITP provides guidance for two-phase training programs of 24 months. Career interns who successfully complete the program will qualify for noncompetitive promotion to GS-9 or GS-11 positions in the 2101, 2130, 2150, and 2161 job series. In the case of an intern hired at the GS-5 level and targeted for a GS-11 position, the intern training program will be extended an additional year and documented on the intern's IDP.
- b. Deviation from the MITP will be authorized only if the intern has previous experience in the specific functional area for which training is planned.
- c. The career program manager, in coordination with the servicing CPO/CPAC/CPOC, may extend the training program for up to six months for interns who have not yet acquired the KSAs required in the MITP for performance in a target-level position.
- d. In Phase I and Phase II, the intern works under the supervision and guidance of a single supervisor or functional specialist. The intern is given specific developmental work assignments with oral and/or written instructions. The supervisor or a functional specialist gives advice or explanations and assesses the intern's progress. The intern's work is reviewed to verify that adequate and accurate application of doctrine or regulation was accomplished. The intern's performance is evaluated to assess capabilities, comprehension of subject matter, initiative, and the basis of conclusions and recommendations prepared.

CP-24 (Transportation) Phase I - Training and Learning Objectives

a. This phase provides 12 to 18 months of rotational on-the-job training (OJT) and formal training in transportation management with emphasis on the knowledges, skills, and abilities required in defense transportation. This includes transportation operations among government and commercial shippers worldwide via installations, vendors, contractors, depots, containerization and consolidation points (CCP) (port of embarkation/port of debarkation (POE/POD)), first destination report point (FDRP)/supply support activities (SSA), and aerial and surface ports overseas until receipted for at the requisitioners' locations. The intern will also receive orientation on Department of the Army, Major Army Commands, the activity where assigned, and the mission, function, and organization of the Defense Transportation System (DTS). The OJT may be at any of the following activities; one assignment should be outside of Army:

(1) Installation Transportation Office: The intern will learn the various transportation functions for which the ITO has responsibility.

(a) Personal Property: The intern will be familiar with pertinent regulations and how to apply them. The intern will understand all methods of personal property movement available. They should be able to determine the most economical method of storage of property. The intern will be able to advise personnel on entitlements for movement, storage, and damage claims. The intern should know to process applications for shipment and storage, use a traffic distribution record, and determine cost and travel time. They will understand carrier quality evaluation programs. They will be able to advise personnel on receiving inbound household goods and unaccompanied baggage. The intern should be able to advise on damage claim procedures.

(b) Passenger Movements: The intern will understand responsibilities of the military services, MTMC, and carriers in arranging for passenger travel. They will be able to counsel personnel on routing, port calls, and required documents. The intern should know procedures for issuing government travel requests and arranging transportation for soldiers, DA civilians, dependents, human remains, personal baggage, and small groups.

(c) Freight Movements: The intern will learn receipt and shipment of government-owned freight, to include policy and procedures for first and second destination transportation (F/SDT). The intern will attain a basic knowledge of issuing, reviewing, obtaining bills of lading. They will learn freight classification; rating and routing; carrier selection and tonnage distribution; the coordination process for overages, shortages and damages; the preparation of discrepancy reports/reports of survey; inspection of inbound/outbound freight shipments. The intern should become familiar with applicable regulations.

(d) Motor Pool Operations: The intern will understand motor pool administration, operations, and maintenance procedures. The student will learn vehicle supply, repair parts supply, and procurement and inspection of non-tactical vehicles. They will also learn the dispatch system and preparation of accident reports and investigations.

(e) Unit Movements: The intern will know how to arrange group travel by commercial charter, military air, and commercial bus. The intern should learn to prepare travel requests and other official documents for the unit moves. They will acquire knowledge of the basic principles of unit movement plans and COMPASS and AUEL reports. They should also understand preparation of documents and clearance from state, county, or local governments for movement of convoys and oversized vehicles.

(2) U.S. Air Force Air Mobility Command Aerial Port Squadron: The intern will learn the various components and capabilities of the global airlift system and the role that airlift and Air Mobility Command play in strategic transportation.

(a) The intern will comprehend day-to-day airlift operations, and the interface of airlifter and user agencies. The intern should understand operating procedures for contingency situations.

(b) The intern will know the cargo and passenger capabilities of AMC aircraft and contracted civilian aircraft. The intern will understand AMC passenger operations and the

documents required. They should have a basic knowledge of documenting and tracking cargo and preparing manifests. The intern should be able to describe pertinent safety regulations and the safe stowage and handling of hazardous cargo. They should be familiar with the process of building pallets. The intern will understand load-planning and the efficient loading of aircraft as well as the equipment and personnel used for loading and discharge.

(3) Defense Logistics Agency Depot: The intern will learn the cost and routing implications of truckload and less-than-truckload shipments, containerization, and intermodal shipments. The intern will understand the Guaranteed Traffic Program and be able to apply it to routing decisions. The intern should get some exposure to transportability of outsize and oversize freight. The intern should become familiar with DLA policy and procedures for operating and billing for use of: the Defense Contract Management Command; Containerization and Consolidation Points/Supply Depot Operations; and Defense Business Operating Funds.

(a) Freight Terminal Operations: The intern should learn the concepts and procedures in operating a freight terminal. The intern should understand how shipment units are controlled and routed to form cost-effective transportation shipping units. In addition, the intern will learn the processes involved with truck control.

(b) Freight Rates: The intern will learn the process of rate making and the factors considered by the carrier industry in setting rates. The intern will be able to apply rates to the various classes and commodities and compute cost. The intern will understand how to build cost-effective loads to both high- and low-volume customers.

(c) Routing of Freight: The intern will learn the capabilities and advantages and disadvantages of each mode of transportation and type of carrier.

(d) Government Bills of Lading: The intern will learn when to use GBLs and how to prepare them. The intern will understand how the forms act as "contracts" to acquire transportation services, as receipts for goods, and as evidence of ownership of goods under transport.

(e) Hazardous/Sensitive Materials: The intern will be familiar with regulations for shipping hazardous and sensitive Materials. The intern will learn how to research compatibility of hazardous items. The intern will learn proper labeling.

(f) Supply Operations: The intern will learn the receiving process and become familiar with the Materials handling equipment used in receiving. They will learn the various types of storage facilities at the depot and gain some knowledge of the preservation, packing, and packaging of inventory. The intern will learn the procedures involved in the release of stored Material.

(4) Military Traffic Management Command Outport: The intern will understand the various transportation functions relating to the ocean terminal's responsibilities.

(a) Marine Cargo: The intern will learn pier operations--shiploading and stowage of cargo, including containers and privately owned vehicles. They should observe ship berthing procedures and learn the characteristics of ships loading and discharging at the terminal. They will learn how to determine stevedore gang requirements and how to prepare stowage plans, with CODES familiarization where possible. They will learn port clearance procedures.

(b) Container Stuffing: The intern will understand container stuffing and unstuffing procedures, including documentation, cargo booking, and Materiel handling equipment required. They should learn warehousing procedures.

(c) Traffic Management: The intern will learn proper documentation of export cargo and use of Logistics Applications of Automated Marking and Reading Symbols (LOGMARS). They will understand rating and routing and preparation of TCMDs and GBLs, using TC-ACCIS when possible. They will know manifesting procedures for seavans and retrograde cargo and should learn the quality control process as well as loss/damage claims documentation. They will understand the negotiating principles under the Guaranteed Traffic Program.

(d) Exercises: The intern should become involved in deployment exercise operations, if the opportunity comes up during the rotational assignment.

(e) Resource Management: The intern will learn the procurement and contractual responsibilities relating to GBLs/CBLs and MILSTAMP Transportation Account Codes.

b. During this phase, the intern will satisfactorily complete the prescribed courses identified for Phase I. If the intern is unable to attend a mandatory course, the personnel proponent may be able to determine a course with a comparable program of instruction.

c. After Phase I training, the intern will have the following knowledges:

(1) Fundamentals of leadership, benefits and responsibilities of federal service, Army writing, and briefing.

(2) The overall structure and the transportation mission of DOD and each of its levels, including transportation operating agencies and commodity commands.

(3) The various modes and nodes of transportation, types of carriers, and Army transportation functions.

(4) The overall structure and mission of the employing activity and its role within the DTS.

CP-24 (Transportation) Phase II - Training and Learning Objectives

a. This phase consists of 6 to 12 months of additional functional training designed to qualify the intern for placement in the targeted GS-9 or GS-11 position.

b. At the end of Phase II, the intern should possess:

(1) A general knowledge of Army traffic management, the defense acquisition cycle, Army use of commercial carriers, Army information systems, Transportation Corps missions and operations, surface deployment, hazardous Materials, analysis and evaluation, and other logistical functions.

(2) A comprehensive knowledge of the transportation functional area to which the intern will be assigned.

CP-24 (Transportation) Training Outlines

(C= Classroom, CORR= Correspondence, OJT= On-the-Job Training)

24-Month Training Program for GS-5, Target GS-9 Positions

Phase I - 12 Months		Type of Training		
	Supervisor	Date	Training	Certifies
1. Orientation:			OJT	
Federal employment, civil service status, employee benefits, standards of conduct, security requirements, and career management, total Army culture briefings, the Defense Transportation System, mission and organization of DOD, DA, and the command and activity; 2 days.				
2. Formal Training:				
a. Intern Leadership Development Course;			C	
Center for Army Leadership, Fort Leavenworth, KS, or on-site; 1 week; Priority 1.				
b. Transportation Officer Basic Course			C	
(TOBC); USA Transportation School, Fort Eustis, VA; 17 weeks; Priority 2.				
c. Introduction to Defense Transportation;			C	
USA Transportation School, Fort Eustis, VA; 1 week; Priority 2.				

- | | |
|--|------|
| d. Joint Personal Property Course;
USA Transportation School, Fort Eustis,
VA; 2 weeks; Priority 2. | C |
| e. Basic Freight Traffic Course;
USA Transportation School, Fort Eustis,
VA; 2 weeks; Priority 2. | C |
| f. Decision Analysis for Logisticians;
U.S. Army Logistics Management College,
Fort Lee, VA, or on-site; 2 weeks; Priority 3. | C |
| g. Logistics Management Development Course;
The Army Institute for Professional Development;
Fort Eustis, VA; 156 hours; Priority 3. | CORR |
| h. Staff Officers Course (Combined Arms
Services Staff School (CAS3)); Fort Leavenworth, KS;
140 hours; Priority 3. | CORR |
| i. Action Officer Development Course (12AOC); Army Institute for
Professional Development; Ft. Eustis, VA (corres) Priority 1. | CORR |
| 3. Functional training at two of these sites,
(1 assignment should be outside Army): Depot, ocean
terminal, aerial port, installation transportation office; 16 to 23 weeks. | OJT |

Phase II - 12 Months

Type of Training

- | | Date | Type of Training | Supervisor Certifies |
|---|------|------------------|----------------------|
| 1. Orientation:
Mission and organization of the command and activity
to which assigned; 2 days. | | OJT | |
| 2. MACOM-specific training; 12 months. | | CORR, C
OJT | |

24-Month Training Program for GS-7 Target GS-11 Positions

Phase I - 18 Months

Type of Training

Supervisor	Type of	
	Date	Training Certifies
1. Orientation:		OJT
Federal employment, civil service status, employee benefits, standards of conduct, security requirements, and career management, "greening" briefings, the Defense Transportation System, mission and organization of DOD, DA, and the command and activity; 2 days.		
2. Formal Training:		
a. Intern Leadership Development Course; Center for Army Leadership, Fort Leavenworth, KS, or on-site; 1 week; Priority 1.		C
b. Transportation Officer Basic Course; (TOBC) USA Transportation School, Fort Eustis, VA; 17 weeks; Priority 2.		C
c. Introduction to Defense Transportation; USA Transportation School, Fort Eustis, VA; 1 week; Priority 2.		C
d. Joint Personal Property Course; USA Transportation School, Fort Eustis, VA; 2 weeks; Priority 2.		C
e. Basic Freight Traffic Course; USA Transportation School, Fort Eustis, VA; 2 weeks; Priority 2.		C
f. Effective Briefing Techniques; Contracted, on-site; 4 days; Priority 2.		C
g. Decision Analysis for Logisticians; U.S. Army Logistics Management College, Fort Lee, VA, or on-site; 2 weeks; Priority 3.		C
h. Military Standard Transportation and Movement Procedures Course (MILSTAMP); USA Transportation School, Fort Eustis, VA; 1 week; Priority 3.		C

- i. Transportation Coordinator - Command and Control Information System (TC-ACCIS); Joint Strategic Deployment Training Center, Fort Eustis, VA; 1 week; Priority 3. C
- j. Planning, Programming, Budgeting and Execution System; U.S. Army Resource Management Center; Fort Benjamin Harrison, IN, or on-site; 9 days; Priority 2. C

k. Logistics Management Development Course; The Army Institute for Professional Development; Fort Eustis, VA; 156 hours; Priority 3.	CORR
l. Hazardous Materials Handling Course; School of Military Packaging Technology; Aberdeen Proving Ground, MD; 7 hours; Priority 3.	CORR
m. Staff Officers Course (Combined Arms Services Staff School (CAS3)); Fort Leavenworth, KS; 140 hours; Priority 3.	CORR
n. Action Officer Development Course (12AOC); Army Institute for Professional Development; Ft. Eustis, VA (corres); Priority 1.	CORR
3. Functional Training:	OJT
a. One twelve-week assignment at a transportation office.	
b. Ten-week assignments at two of the areas listed below, (1 assignment should be outside Army):	
(1) Aerial port	
(2) Defense depot	
(3) Ocean terminal	
(4) Other area approved by Transportation Personnel Proponency Officer	
4. MACOM-requested training; 11 weeks.	CORR, C, OJT
	Type of
Supervisor	Date Training Certifies
Phase II - 6 Months	
1. Orientation: Mission and organization of the command and activity to which assigned; 2 days.	OJT
2. MACOM-specific training; 6 months.	CORR, C, OJT

CHAPTER 4

ACQUISITION LOGISTICS

Army Acquisition Corps

4-1. INTRODUCTION.

The Defense Acquisition Workforce Improvement Act (DAWIA) was passed on 5 Nov 90 as part of the 1991 Defense Authorization Act. This law required each of the military departments and DOD to establish an Acquisition Corps of professionals who were highly qualified, motivated and trained to perform acquisition duties in today's acquisition environment. The law specified that acquisition related positions in several functional areas be included in the Acquisition Workforce, one of those being Acquisition Logistics (see DOD 5000.52, Defense Acquisition Education, Training and Career Development Program).

4-2. ARMY ACQUISITION WORKFORCE (AAW).

The AAW is comprised of those individuals occupying acquisition positions in any acquisition related career field regardless of career level (pay grade). The Army Acquisition Corps (AAC) is a subset of the AAW and is comprised of those individuals who have applied for Corps membership, met the DAWIA requirements and have been accessed into the Corps. AAC membership is limited to persons currently serving in GS-13 positions and above with GS-14 and above positions being designated as critical acquisition positions (CAPs).

4-3. ACQUISITION LOGISTICS.

Acquisition Logistics is defined as those personnel, regardless of civil service series or military occupation specialty, who are involved in integrated logistic support (ILS) activities as defined in DOD 5000.1 and DOD 5000.2-R, or who manage logistics associated with the procurement, integration, and fielding of support systems and/or environment for weapon systems and/or equipment or for system modifications (DOD 5000.52-M, Acquisition Career Development Program). There are careerists who are in CP-13/17/24 who are also occupying acquisition logistics positions and/or are members of the AAC.

4-4. CAREER PROGRESSION.

Figure 4-1 contains a career ladder and a career path for Acquisition Logistics. This chapter specifies the appropriate education, experience and training requirements for certification at all career levels. The Defense Acquisition University (DAU) catalog contains information on the mandatory training requirements needed for certification in acquisition logistics.

4-5. CAREER DEVELOPMENT.

a. Individuals with various job series and job titles perform acquisition logistics functions. It is important to note that it is the exact duties and responsibilities of the position that determines whether it is designated as an acquisition logistics position. Typical series are listed below, however, not all positions of these series are considered acquisition logistics positions:

GS-346 - Logistics Management Specialist

GS-08XX - General Engineers/Logistics Engineers
GS-1515 - Operations Research Analyst

b. Representative job titles for acquisition logistics include Director of Acquisition Logistics, Deputy PM for Logistics (DPML), Assistant PM for Logistics (APML), ILS Officer, ILS Manager, Logistics or General Engineer and Logistics Management Specialist.

c. Acquisition Logistics positions are located in system program offices, program management offices, management support staffs, or within other logistics activities responsible for conducting ILS program reviews or for establishing acquisition logistics policies and procedures.

4-6. CAREER LEVELS.

- a. Level I. GS 5-8.
- b. Level II. GS 9-12.
- c. Level III. GS 13 and above.

4-7. ARMY ACQUISITION CORPS ACTEDS PLAN.

- a. An AAC ACTEDS Plan is under development.
- b. The ACC home page is on the world-wide web and should be referred to for additional information on the AAC.
- c. Figure 4-1 shows the roadmap/interface of Logistics career progression and the AAC .

LOGISTICS CAREER PROGRESSION AND ARMY ACQUISITION FEEDER GROUP INTERFACES

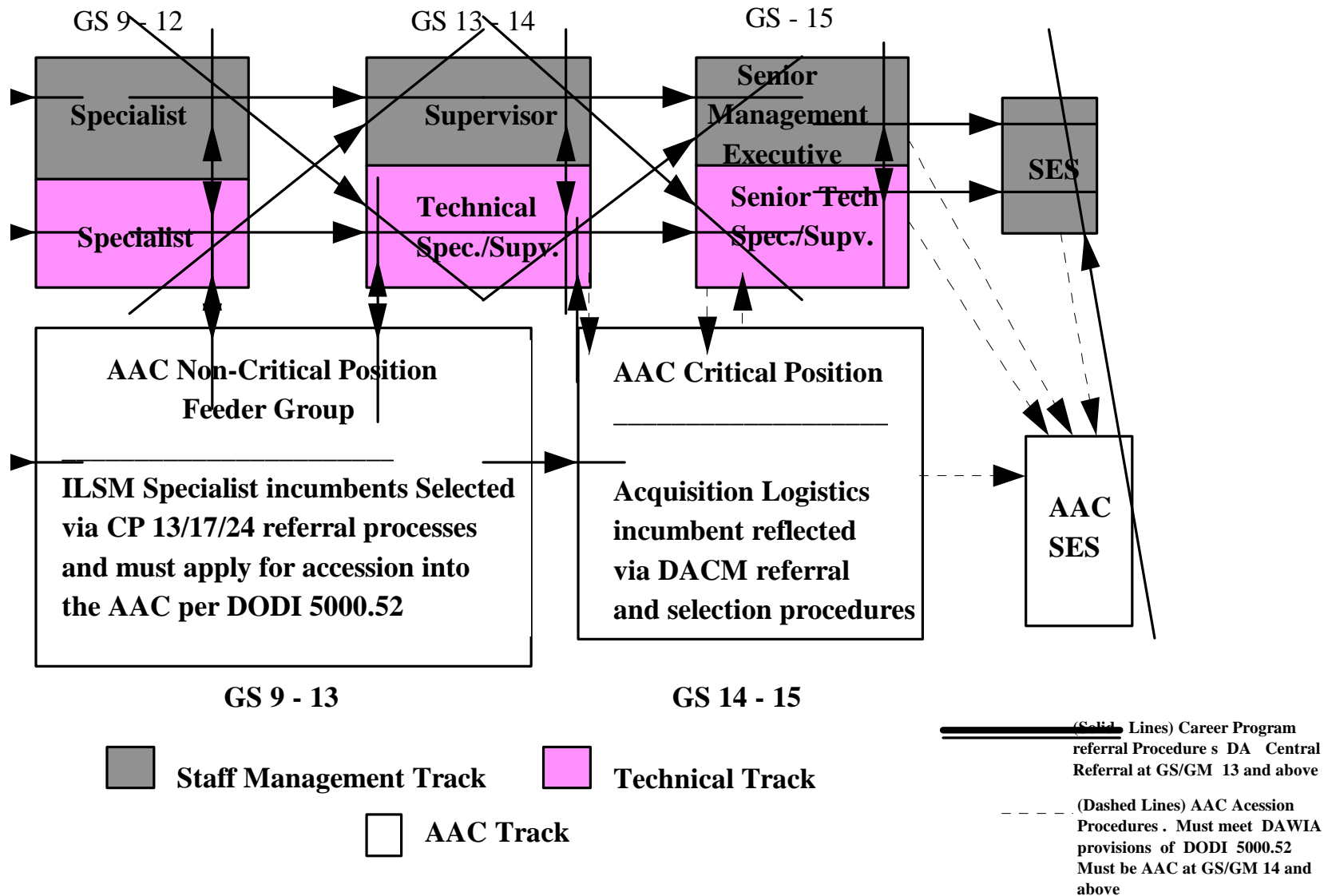


Figure 4

APPENDIX A

Training Competencies

Appendix A lists the Training Competencies (Knowledges and Abilities) for the combined logistics functions of Supply, Maintenance and Transportation.

Knowledges

SUPPLY, MAINTENANCE, AND TRANSPORTATION

1. Automated Information System Design. Knowledge of the policies and regulations governing the life-cycle management of automated management information (*decision support*) systems, and the procedures and techniques used for their design, analysis, development, validation, deployment, and maintenance, including the release management process and the graphic display of the flow data and processes.
2. Office Automation. Knowledge of personal computer ((PC) operations and office automation applications *for example, spreadsheet, word processing, graphics, database management, communication packages.*
3. Automated Information System Acquisition. Knowledge of the DOD policies, regulations and procedures pertaining to planning and acquiring now hardware, software, and major system designs, including considerations of system compatibility, cost effectiveness, and security.
4. Logistics Interfaces. Knowledge of the interrelationships of Maintenance or Supply or Transportation.
5. Procurement. Knowledge of policies and regulations governing the procurement of services and Materials *For example, Armed Forces Procurement Act, Federal Acquisitions Regulations, competitive bidding, DOD and DA regulations,* including knowledge of the procedures for participation in the preparation of Requests for Proposals, the preparation of Statements of Work, source selection, negotiations, and evaluation of carrier and contractor bids.
6. Contract Administration. Knowledge of contracting policy and regulations and of procedures and responsibilities pertinent to representing the Government's interest in directing and monitoring contract services.
7. Force Integration and Modernization. Knowledge of the policy, authorizations, processes, and documentation of military force requirements (*equipment and manpower*); and force development.
8. Life-Cycle Management. Knowledge of the Army Materiel Acquisition process and Force Integration processes and documents required for all milestones of the Life-Cycle Management Model, as they relate to logistics management.
9. Doctrine. Knowledge of combat support and combat service support concepts and doctrine used to sustain a combat force that is engaged in battle, including the delivery of supply maintenance, transportation, and troop support to that fighting force.

10. Data Analysis and Evaluation. Knowledge of data sources and procedures, methods and techniques for collecting and using data to evaluate the effectiveness and economy of programs, projects, plans or systems.
11. Intraservice Support. Knowledge of policy, doctrine, and requirements for intraservice support (*for example, installation area coordination and host-supported activity relationships*).
12. Interservice Support. Knowledge of policy, doctrine, and requirements for interservice support missions (*for example, interservice, interdepartmental, and interagency support*).
13. Materiel Distribution. Knowledge of troop support requirements, Materiel support requirements for specific supply and distribution and redistribution plans *for example, Total Package Fielding (TPF), Materiel Fielding Plan (MFP), Basis of Issue Plan. (BOIP), Total Army Equipment Distribution Plan (TAEDP), Selected Item Management System - Expanded (SIMS-X), and Continuing Balance System - Expanded (CBS-X)*.
14. Transportability. Knowledge of transportability of items; that is. the capability for movement through the Defense Transportation System (*for example, will it fit on or in rail cars? Can it be airlifted?*).
15. Planning, Programming, Budgeting, and Execution Systems (PPBES). Knowledge of the policies governing the Army's PPBES: the process and authorizations involved in the appropriations that support Army logistics (*for example, OMA, OMAR, OMNG, Procurement, and ASF, AIF, or MAC*); and the documents, procedures, milestones and schedules for budget submissions necessary to support PPBES.
16. Materiel Handling Systems and Capability. Knowledge of materiel handling operations and interface of equipment for state-of-the-art applications (*to include automated equipment such as robotics*); knowledge of the characteristics of and special considerations for Materiel handling equipment.
17. Publications. Knowledge of the procedures for the preparation, coordination, and approval of official publications.
18. Hazardous Materiel. Knowledge of regulatory requirements, special procedures, and preventive safety factors for the transportation or storage of ammunition, explosives, or hazardous Materials.
19. Training. Knowledge of requirements for effective training, including determination of training requirements; course development; instructional methods; preparation of training aids (*for example, visual aids, computer simulations*); and evaluation techniques.
20. Drawings. Knowledge of interpretation of mechanical drawings, sketches, layouts, illustrations, etc.

21. Army Structure Within DOD. Knowledge of the authorities, responsibilities, and interfaces of the headquarters offices, agencies, major commands, major subordinate commands, and supporting activities.
22. Price and Cost Policy. Knowledge of the policies used for setting standard and replacement prices for Army-managed items, setting uniform prices for Foreign Military Sales, and applying supplemental charges.
23. Requisitioning. Knowledge of the policies governing the Military Standard Requisitioning and Issue Procedures (*MILSTRIP*) system and the Uniform Movement and Materiel Issue Priority System (*UMMIPS*) to include the standard coding and processing of issues from depot to user, vendor to user, and user to user.
24. Total Package Fielding (TPF). Knowledge of the policy and procedures specifically governing TPF, including coordination with Fielding, Support and Gaining commands; TPF funds management; establishment and maintenance of the TPF requirements database; Call Forward; Hand-off; and followup actions.
25. Safety. Knowledge of procedures and precautions to be taken in the maintenance and operation of equipment.
26. Commercial Activities. Knowledge of regulations pertinent to commercial activities (*AR 5-20*).
27. Force Structure. Knowledge of force structure, Tables of Organization and Equipment (TOE), Table of Distribution and Allowances (*TDA*), Materiel support requirements, and related doctrine.
28. Care of Supplies in Storage (*COSIS*). Knowledge of policies and regulations pertinent to the *COSIS*.
29. Logistics Support Planning. Knowledge of logistics support concepts and doctrine as they apply to force structure, TOE, and Materiel support requirements for plans that will ensure materiel readiness (*for example, MFP, Integrated Logistic Support Plans (ILSP), and New Equipment Training (NET) Plans*).
30. Property Disposal Policy. Knowledge of DOD and I Army policies and regulations governing the determination of excess, disposal, and reutilization of *Materiel* and equipment, including the authorities and responsibilities.

COMMON TO SUPPLY AND MAINTENANCE

31. Information, Management and Decision-Support Systems. Knowledge of the structure, contents, codes, internal and external interfaces, update procedures, and uses of the Supply and Maintenance mated systems and their integrated files, as well as their interfaces with related

information systems, such as any one of the following: CCSS, SDS, SARSS, LIF, or any other logistics system.

32. Logistics Readiness Policy. Knowledge of the policy, responsibilities, and procedures for analyzing and reporting the total logistics capability of Army units and equipment for deployment and sustainment of combat forces.

33. ILS Policy. Knowledge of the policies and procedures relevant to the integrated logistics support (*ILS*) of equipment throughout the overall life cycle and acquisition and management of ILS for systems and equipment.

34. Provisioning Policy (Initial, Follow-on, and Reprovisioning). Knowledge of the DOD and Army policy and regulations governing the process for acquiring the range and quantity of support items necessary to operate and maintain an item of materiel for an initial period of service at the prescribed operational availability.

35. Equipment Authorization. Knowledge of policies and criteria for equipment authorization and utilization, that is the Army Authorization Documents System (*TAADS*); TDA, Common Table of Allowances (*CTA*); TOE; documents that control authorization of equipment; and the requisition validation system.

36. Production Scheduling. Knowledge of production scheduling techniques and considerations (for *example, production time and manpower requirements*) in order to estimate how many items will be produced daily and to schedule production personnel effectively.

37. Weapon and Equipment System Configuration. Knowledge of terminology in and layout of, weapon or equipment system blueprints, diagrams, or schematics, as well as control of configuration changes.

38. Maintenance Operations Policy. Knowledge of the policies, procedures, and regulations pertaining to repair maintenance and fabrication.

39. Type Classification. Knowledge of the policies, methods and procedures for type classification of Materiel.

40. Federal Catalog System. Knowledge of federal policy governing the single catalog and standardization system *that is, the Defense Cataloging and Standardization Act, U.S. Code Titles 10 and 401*; the Army policy governing cataloging procedures; and the Army Master Data File.

41. Supply Emergency Plans. Knowledge of supply policies and guidance related to the various emergency plans for mobilization; war reserve stocks and special operating forces; continuity of operations; and supply support to civil authorities.

42. SMR Codes. Knowledge of the regulations and guidance governing the use and application of the standardized source, maintenance, recoverability, and demilitarization codes.

43. Fielding Cost. Knowledge of the Baseline Cost - Estimate (BCE) associated with fielding a new or modified system (*for example, materiel hardware requirements, consumable items, transportation costs*) in order to arrive at a cost effective plan for mission support.

44. Expenditure Limits. Knowledge of the regulations governing maintenance expenditure limits for Materiel in order to determine whether an item is economically repairable. Knowledge of the regulations that pertain to the inspection of uneconomically repairable major end items, and the policy and procedures for maintenance expenditure limit waivers.

45. Security Assistance Case Management. Knowledge of the transfer of defense articles and services to foreign countries and international organizations to include the preparation and implementation of Letters of Offer and Acceptance, Amendments, and Modifications, Congressional notification, and the integration of security assistance requirements with plans and programs, as well as budgetary considerations for Foreign Military Sales.

46. Program Planning and Budgeting for Major Items. Knowledge of policies and regulations pertaining to the appropriation of procurement funds; procedures for stratification of resources against approved programs; planning, presenting, justifying and executing a budget; monitoring application of resources against program objectives; and analyzing and reporting budget impact on programs for use in Army planning.

COMMON TO SUPPLY AND TRANSPORTATION

47. Depot Performance Evaluation. Knowledge of the resource demands associated with depot supply operations (*for example, workload to depot, cost of Materiels, transportation cost*) to ensure cost effectiveness of actions. Knowledge of accounting and production reporting for depots.

48. Supply and Transportation Program Evaluation. Knowledge of the existing MILSTEP used by DOD to measure the performance effectiveness (*for example, supply availability, distribution effectiveness, volume, age of back orders*) of the Army's wholesale system, including the data sources, standards, methods, and reports used.

49. Storage Facilities. Knowledge of facilities available for the storage of supplies, equipment supply support, or personal property (*for example, household goods*).

50. Packaging Policy and Procedures. Knowledge of policies and procedures pertaining to the packaging of Materiels and the marking of supplies and equipment.

51. Warehousing. Knowledge of storage space control including stock location systems, layouts, and storage techniques.

52. Preservation and Packaging. Knowledge of policy, regulations, specifications, technical publications and economic application of state-of-the-art packaging and preservation techniques and Materiels, appropriate marking requirements, and their interfaces within the logistics field.
SPECIFIC TO SUPPLY

53. Supply Assistance and Advice. Knowledge of the sources, responsibilities, and various means for providing assistance or advice to resolve supply problems.

54. Security Assistance Policy. Knowledge of laws, regulations, and policies (*for example, the Arms Export Control Act of 1976*) that place controls and restraints on U.S. transfers of arms and services to foreign governments and international organizations.

55. Wholesale Supply Policy. Knowledge of regulations and policies affecting national-level supply operations management.

56. Retail Supply Policy. Knowledge of regulations and policies affecting field-level supply operations management.

57. Major Item Management. Knowledge of the policies, regulations and authorization documents governing major item requirements, financial management, and the procedures required to schedule and direct procurement, distribution, redistribution, returns, repairs, retrograde, reutilization, and provisioning support in order to ensure readiness within current doctrine.

58. Secondary Item Management. Knowledge of the policies, regulations, and authorization documents governing secondary item stockage categories, retention levels, and the procedures required to compute requirements and to schedule and direct procurement, repairs distribution, redistribution, returns, and reutilization, in order to ensure on-going supply availability.

59. Provisioning Supply Management. Knowledge of the methods, techniques, data file, data elements, and supporting automated information systems, and approved computation models necessary for forecasting funding requirements; preparing budget documents; establishing required initial quantities; directing procurement; and assessing fielding readiness of now, modified, or expanded weapon and vehicle systems; in order to provide initial support to prescribed operational availability.

60. Program Planning and Budgeting for Secondary Items. Knowledge of policies and regulations pertaining to Army Stock Fund (ASF) Consumable and ASF Repairables programs impacting on budget submissions. Knowledge of actions appropriate to budget policy, stratification process, and budget submissions for secondary items.

61. Distribution and Redistribution Management. Knowledge of the policies, regulations, and authorities regarding distribution, redistribution, return, and retrograde of Army equipment.

62. Cataloging Management. Knowledge of the regulations and procedures used to develop item classification and identification, develop initial provisioning item cataloging, collaborate with fielding and support commands for RPF cataloging, initial requests for consumable supply support, register users, administer the Defense Inactive Item Program, and coordinate supply selection decisions.

63. Packaging Materials Equipment. Knowledge of the appropriate application of packaging Materiel and equipment.

64. Inventory Accounting. Knowledge of the process of inventory accounting, including physical inventory; reconciliation; location survey; location record audit; and the accurate processing of receipts, issues, adjustments, loans, etc. to maintain the integrity of the Army's accountable records.

65. Inventory Management Policy. Knowledge of regulations and policies governing the inventory management process, including statistical and analytical techniques applicable to all functions of 4-4 integrated inventory management.

66. Secondary Item and Repair Parts Program Control. Knowledge of procurement program execution, stratification procedures, accurate reporting, and control of allocated funding to ensure continuous proper utilization in accordance with approved programs.

67. Inventory Reporting. Knowledge of policies and procedures that classify inventory records, classify transactions affecting the inventory, and regulate the basis for financial inventory accounting of assets.

68. Maintenance of Catalog Management Data. Knowledge of transaction development and processing requirements in order to maintain an item of supply in the Federal Army Cataloging System.

69. Storage and Distribution. Knowledge of policy and regulations governing storage and distribution facilities operations and their interfaces with resource management, transportation, preservation and packaging, safety, security, planning, operational work standards, quality assurance, data processing, and distribution functions.

COMMON TO MAINTENANCE AND TRANSPORTATION

70. Inspection. Knowledge of the operating limits (*for example, wear limits, deterioration*) an item can reach before it requires servicing and inspection procedures in order to ensure equipment is inspected properly.

SPECIFIC TO MAINTENANCE

71. LSA and LSAR. Knowledge of concepts and application of Logistics Support Analysis (LSA) and Logistics Support Analysis Records (*LSAR*).
72. Maintenance Assistance and Advice. Knowledge of the sources, responsibilities, and various means for providing assistance or advice to resolve maintenance problems.
73. Mechanical Principles. Knowledge of mechanical principles (for example, balance, motion, speed, friction, electricity, hydraulics, fluid properties of Materiel) and their application in practical situations (*for example, operations and repair of complex devices*).
74. MMM Policy. Knowledge of doctrine, policies and procedures regarding Materiel maintenance management.
75. Manpower Requirements. Knowledge of procedures for determining military manpower requirements to support TOE equipment (*for example, Manpower Requirements Criteria (MARC), MANPRINT, QQPBI*), and *Manpower Estimate Report*.
76. Maintenance Skill Requirements. Knowledge of type and level of skill required for the maintenance and repair of materiel, the support of developmental V- fielded items, and the overhaul and rebuild of materiel.
77. MWO. Knowledge of the procedures for the modification of equipment and requirements for modification and improvements, including the Modification of Work Order (MWO) Program and Materiel Change (MC) Program.
78. Depot Maintenance Work Requirements (*DMWR*). Knowledge of appropriate documentation for the repair, overhaul, and serviceability of equipment at depot.
79. MMM Forms and Records-Knowledge of the preparation and management of forms and records required to manage maintenance data.
80. Production and Repair Facility Operation. Knowledge of how to lay out facilities and assembly lines.
81. Industrial Tools. Knowledge of the operation and maintenance of industrial machinery, machine tools, and robotics.
82. Calibration. Knowledge of procedures for calibration.
83. RAM. Knowledge of Reliability, Availability, and Maintainability RAM policies, procedures, testing, reporting, and data analysis.

84. Test Methods. Knowledge of methods used to evaluate or test operational, developmental, or non-developmental items.
85. Electronic and Electric Principles. Knowledge of BASIC electronic principles and state-of-the-art technology, and their application in practical situation (*for example, maintenance and repair of electronic equipment and systems*).
86. Test Program Set (TPS) Development. Knowledge of computer programs for Automatic Test Equipment (ATE) essential to plan, design, determine, and test TPS.
87. Test Equipment. Knowledge of Test Measurement and Diagnostic Equipment (TMDE) used to evaluate or test operational, developmental, or non-developmental items.
88. NET Policy. Knowledge of regulations and procedures pertinent to training personnel to operate and repair new weapon systems and equipment. Knowledge of policy governing development of Specific instructions for equipment maintenance, to include skill level of requirements.
89. Equipment Publications. Knowledge of the preparation, coordination, and approval of equipment Maintenance publications.
90. Maintenance Operations. Knowledge of repair, maintenance, and fabrication work including diagnosing malfunctions, teardowns, estimating, repairing, inspecting, testing, and modification operations as well as the organizations associated with Army Maintenance.
91. Maintenance Engineering. Knowledge of emergency plans for mobilization, war reserve stocks Materiel maintenance support requirements and special operating forces, continuity of operations, characteristics in order to recommend design changes transportation needs and support of civil authorities and modifications to materiel for maintainability.
92. Configuration Management. Knowledge of policy and procedures governing configuration management, to include technical documentation procedures and requirements for tracing modifications and engineering changes made throughout the life-cycle of equipment or hardware and software.
93. Preventive Maintenance. Knowledge of the development and implementation of PMCS in accordance with Reliability-Centered Maintenance Criteria.
94. Provisioning. Knowledge of the regulations governing development or assessment of provisioning requirements; that is, selection, coding, and allocation of repair parts to all levels of maintenance; provisioning planning; the maintenance of a repair parts database, either by automated or *manual* means; and performing post provisioning review.

SPECIFIC TO MAINTENANCE *(Continued)*

- 95. Weapon and Materiel System Management. Knowledge of the maintenance management techniques of an assigned weapon system used to evaluate and analyze problems and to provide guidance to the command elements, contractors, functional technical groups, and other government agencies.
- 96. Depot Maintenance Cycle. Knowledge of the major elements of the depot maintenance cycle, for example, requirements determination, workloading, execution and production reporting.
- 97. Depot Maintenance Planning. Knowledge of source of repair determinations for peacetime and Mobilization workload.
- 98. Depot Maintenance Production Planning. Knowledge of workload priority, manpower skills, capability, capacity, and funding to accomplish cost-effective program decisions.
- 99. Maintenance Support Planning. Knowledge of maintenance concepts development and integration of maintenance support and planning requirements.
- 100. Quality Assurance and Quality Control. Knowledge of regulations, policies, and procedures governing quality programs and maintenance operations (for example, AR 750-1 and 2, AR 702-6).

SPECIFIC TO TRANSPORTATION

- 101. Transportation Data Systems. Knowledge of the functions used and capabilities of standard transportation data system (for example, movement planning, personal property movement, water port systems, and movement control).
- 102. Emergency and Mobilization Plans. Knowledge of policies and guidance related to the various emergency plans for mobilization, war reserve stocks and special operating forces, continuity of operations, transportation needs and support of civil authorities.
- 103. Operations Management. Knowledge of the personnel, equipment, systems, and facilities used in or required for transportation terminal or mode operations.
- 104. Transportation Operations. Knowledge of transportation operations at the installation, depot or terminal level (*for example, carrier selection, costing evaluation, freight shipping and receiving*).
- 105. Terminal and Mode Capability. Knowledge of transportation terminal and mode capabilities in order to evaluate the technical feasibility of plans for mobilization, acquisition or distribution of materiel (*for example, Materiel Fielding Plans, Logistics Support Plans*).
- 106. Carriers. Knowledge of carrier quality assurance and performance evaluation.

107. Regulatory Agencies. Knowledge of Federal, State or overseas host nation transportation agencies and their regulations governing transportation economics and safety (*for example, Interstate Commerce Commission, Federal Maritime Commission, operating elements of the Department of Transportation, State Highway Administration*).

108. Transportation Industry. Knowledge of the transportation industry characteristics and environment (*for example, American Trucking Association, Association of American Railroads, Air Transport Association, American Movers Conference, National Military Bus Bureau, or equivalent organizations in overseas areas*).

109. Transportation Agencies. Knowledge of enforcement agencies involved in transportation economics (*for example, Interstate Commerce Commission, Federal Energy Regulatory Commission, or equivalent agencies in overseas areas, such as the Ministry of Transport*).

110. Traffic Regulations. Knowledge of traffic management regulations pertaining to the movement of freight, household goods, passengers (*for example, Defense Traffic Management Regulations, Personal Property Traffic Regulations, Military Standard Transportation and Movement Procedures*).

111. Travel Regulations. Knowledge of laws and regulations governing military or civilian travel (*for example, Military Travel Regulations, Federal Travel Regulations, Joint Travel Regulations*) in order to evaluate eligibility for travel, use of per diem cost comparisons to justify use of transportation modes.

112. Customs. Knowledge of Military Customs Inspection programs, policies, regulations and practices pertinent to DOD movement operations (*for example, U.S. Customs and Department of Agriculture clearance of passengers, freight and personal property, host nation customs clearance for DOD cargo in overseas areas*).

113. Transportation Safety. Knowledge of laws and regulations that pertain to transportation safety (*for example, Occupational Safety and Health, Maritime Aviation Safety, Individual and DOD Service Directives*). Knowledge of agency safety regulations (*for example, Coast Guard, Federal Railroad Administration, National Highway Traffic Safety Association or equivalent agency in overseas area*).

114. Transportation Documentation. Knowledge of policies and procedures for the preparation of transportation documents (*for example, Government Bills of Lading, cargo manifests*).

115. Claims. Knowledge of the types of information required for transportation claims processing (*for example, loss and damage to personal property, carrier recovery, unearned transportation charges*).

116. Carrier Negotiation. Knowledge of rate and service negotiation practices, principles, and methods as they pertain to freight, passengers, or household goods.

117. Rate and Fare Determination. Knowledge of the appropriate methods used to search for applicable tenders and tariffs, and to determine and select the lowest prices.
118. Carrier Availability and Suitability Analysis. Knowledge of availability and suitability, including cost *for example, tenders, tariffs of negotiated agreements* of various modes of transportation in order to arrive at the best alternative.
119. Classification. Knowledge of the methods and procedures for classification of materiel or freight.
120. Transportation Discrepancy Publications. Knowledge of laws and regulations related to the reporting, liability, and accounting for lost, damaged, or destroyed property and recovery of unearned transportation charges (that is, AR 55-38, Reporting of Transportation Discrepancies in Shipments and AR 735-11, Accounting for Lost, Damaged, or Destroyed Property).
121. Coding. Knowledge of how changes in codes (*for example, bar codes, classification codes*) impact the system, including instruction manuals and parts lists, throughout the system.
122. Shiploading and Stowage. Knowledge of cargo ship loading operations, ship capacity plans and stowage planning.
123. Labor Relations. Knowledge of procedures pertinent to non-government union contract labor (*for example, International Longshoreman Association Contracts*).
124. Federal Merit Promotion and Internal Placement Procedures. Knowledge of the rules and procedures of vacancy announcements, reinstatement eligibility and the effects of special placement programs (*for example, priority placement, military spouse preference, handicap program*) on these procedures includes the ACCES system (*registration, career appraise, and request for referral*) and external recruitment sources.
125. Position Management. Knowledge of organizational structure including the classification system, the grade structure and the relationship between technical, clerical, and managerial positions.
126. Management Employee Relations. Knowledge of absence and leave regulations, adverse action procedures disciplinary procedures, labor relations, alcohol, drug and fitness programs.
127. Care Management. Knowledge of employee training and development needs, for example, ACTEDS, counseling, mentoring and performance appraisal.

128. EEO and Affirmative Action Planning and Requirements. Knowledge of EEO and affirmative action upward mobility, affirmative employment programs, discrimination complaint procedures, and EEO goals and objectives; and awareness of employment problems faced by minority groups and women.

129. Internal Control. Knowledge of the federal internal control systems that operate to avoid fraud, waste abuse, and conflict of interest.

Abilities

1. **Leadership.** Ability to influence others to accomplish the mission of the organization; to read a situation and determine the objective to be achieved; to establish a direction and set attainable goals; to evaluate individual and group strengths and maximize their use toward achieving mission objectives; to stimulate superior performance through personal example; to take charge in stressful, pressured situations; to inspire others to accomplish the task at hand; to encourage teamwork to maintain esprit de corps; to provide meaningful praise to good work and constructive guidance when needed.
2. **Plan, organize, and direct.** Ability to establish objectives, requirements, priorities, and deadlines in order to determine course of action for work; to forecast future resource needs and develop strategies for obtaining them; to develop long- and short-range plans, to use, schedule, and align resources efficiently; to coordinate programs, projects, and plans, to assign or delegate work, and to monitor the work of others; to set reasonable performance standards and apply them consistently.
3. **Analyze.** Ability to evaluate information, data and ideas; to identify facts and key issues and assess their implications; to identify the consequences of an action, problem or malfunction upon a system; to identify relationships, evaluate quality, assess impacts, and make conclusions or recommendations; to define and structure a problem and take appropriate action; problem solving ability; to weigh the alternatives and draw sound conclusions.
4. **Communicate orally.** Ability to articulate ideas in a well-organized manner; to present information persuasively, comprehensively, and effectively; to brief, instruct, explain, or advise; to focus on the issues and be direct during briefings, meetings, discussions, or conflicts; to listen closely to what others say; to mediate, negotiate, and compromise.
5. **Communicate in writing.** Ability to express ideas in writing (for example, reports, information papers, memoranda, letters, manuals); to use correct grammar, spelling, and punctuation; to produce written materials that are logical and well-organized; to write in a style tailored to the audience; to express technical concepts in a clear and understandable fashion.
6. **Innovate.** Ability to develop new or revised policies, procedures, programs, or solutions to problems.
7. **Initiate action.** Ability to originate action independently; to take initiative to complete assignments; to complete work accurately with little or no supervision; to follow through, persist, and keep working on a project or assignment until it is completed.

APPENDIX B

Technical Course Catalog

APPENDIX B

Appendix B provides the careerist with a list of recommended/suggested technical courses. These courses are used by the supervisor and employee in developing the careerist's IDP (Individual Development Plan). Also, the courses are prioritized on roadmaps by occupational series in Chapter 2 and reflect criticality. The catalog provides course information, such as descriptions, prerequisites, course number, school locations, mode of deliveries, and corresponding competencies. Refer to career program roadmaps in Chapter 2, paragraph 2-11. Competencies listed in this appendix follows: **K**= Knowledge; **A**=Ability; and the number cross-references to Appendix A, Training Competencies.

NUMBER	COURSE	CAT/ COURSE #	SOURCE	MODE OF DELIVERY	COMPETENCIES
1.	<p><i>Acquisition Logistics Fundamentals</i></p> <p>DESCRIPTION: This course provides a broad overview of the role of acquisition logistics in the life cycle process, the system engineering process, and the role Integrated Logistics Support (ILS) plans and products play in these two processes. Presentations cover ILS related subjects such as life cycle costing, reliability, availability, maintainability, materiel acquisition processes, logistics support analysis processes, logistics relevant test and evaluation, and technical information management. Guest lecturers will discuss real work examples of developing and executing support for DOD programs and policies.</p> <p>PREREQUISITE: Successful completion of ACQ-201.</p>	ACQ-101	DAU	Resident, 72 hrs	K4 K29 K33 K71 A6

NUMBER	COURSE	CAT/ COURSE #	SOURCE	MODE OF DELIVERY	COMPETENCIES
2.	<p><i>Acquisition Planning and Analysis</i></p> <p>DESCRIPTION: Course is designed to prepare program/project managers for basic management level task accomplishment in a program office. The course provides the upgrade education requirement for AFSC 2721. The course builds on the overview of acquisition management which the students have from SYS 100, the experience obtained in an acquisition job.</p> <p>PREREQUISITE: Completion of AFIT courses SYS 123, SYS 223, SYS 100, AFALC 001, AFSC Systems Acquisition School or equivalency exam are required. A minimum of 8 months of acquisition experience after the completion of the academic prerequisite. Assignment as a program/project manager or program analyst GS-7 through GS-12 are eligible. Prerequisites will not be waived. Students should bring portable calculators to class.</p>	SYS200	AFIT	Satellite, 80 hrs	K8 K10 A1 A2 A3 A6 A7
3.	<p><i>Acquisition Requirements & the Data Management Process</i></p> <p>DESCRIPTION: This course provides detailed procedures and methodologies on the cost-effective application of source documents and financial administrative and technical data in the acquisition process.</p> <p>PREREQUISITE: The course is designed for personnel engaged in activities directly associated with the preparation and development of techniques in data management.</p>	AMEC-243	AMEC	Resident, 120 hrs	K17 K19 K20 K37 A2

NUMBER	COURSE	CAT/ COURSE #	SOURCE	MODE OF DELIVERY	COMPETENCIES
4.	<p>Advanced Army Cataloging</p> <p>DESCRIPTION: Cataloging and Logistics Data Management correspondence courses managed by US Army Institute for Professional Development.</p> <p>PREREQUISITE: None</p>	ALMC-5N	USAIPD	Resident, 40 hrs On-Site 40 hrs	K40 K42 K62 A3 A5
5.	<p>Architect-Engineer (A-E) Contracting</p> <p>DESCRIPTION: This course is for supervisors, technical and project managers, contract specialist, and other personnel responsible for A-E contract procurement, of the supervision and administration of A-E contracts. The course provides a concentrated look at all aspects of A-E contracting from contract authorization, through contract award, to close-out.</p> <p>PREREQUISITE: Nominees must be assigned to series, 0800, 0900, and 1100 in the grade of grade GS-11 or above. Lower grade employees are eligible only if their current duties are directly related to A-E contracting. Employees with current or projected assignments which entail selection, negotiation of and/or administration of A-E contracts and modifications are eligible. Nominees must not have attended similar courses within the past 3 years.</p>	AEP-01A	USAEDH	Resident, 36 hrs	K5 K6 K73 K80 A3 A4 A5

NUMBER	COURSE	CAT/ COURSE #	SOURCE	MODE OF DELIVERY	COMPETENCIES
6.	<p><i>Army Installation Management</i></p> <p>DESCRIPTION: Functional areas of the DOL; responsibilities, practices, and problems at all levels of the organization.</p> <p>PREREQUISITE: Principle/Deputy Installation Staff Directors, Garrison, Sergeant Majors, and members of MACOM and Army staffs whose positions impact directly on installation operations.</p>	IB-F1	ALMC	Corresp, 60 hrs	<p>K5</p> <p>K6</p> <p>K15</p> <p>K102</p> <p>K103</p> <p>A1</p> <p>A2</p> <p>A3</p>
7.	<p><i>Army Integrated Logistics Support Seminar</i></p> <p>DESCRIPTION: To enable upper level managers to develop professionally by annually acquiring current and in-depth knowledge of acquisition logistics and by applying this knowledge to increase the supportability and readiness of military equipment and systems.</p> <p>PREREQUISITE: Military and civilian supervisors who are responsible for resources associated with integrated logistics support or acquisition logistics. Non-supervisory personnel who have completed the LOG 201 or Materiel Acquisition Management Courses in previous years and who require refresher training may also be accepted.</p>	ALMC-IS	ALMC	Resident, 120 hrs	<p>K4</p> <p>K8</p> <p>K71</p> <p>K74</p> <p>K76,77,&78</p> <p>K80</p> <p>K82,83,&84</p> <p>K89,90,91,92,&93</p> <p>K97,98,99,&100</p> <p>A2</p> <p>A3</p>

NUMBER	COURSE	CAT/ COURSE #	SOURCE	MODE OF DELIVERY	COMPETENCIES
8.	<p><i>Army Maintenance Management</i></p> <p>DESCRIPTION: Using the Life Cycle Management Model as a frame of reference, this course provides detailed instruction covering maintenance policies and programs. The maintenance sub-functions of maintenance engineering (during the acquisition phase) and maintenance operations (during the sustainment phase) are examined to determine their impact on the Army logistics systems, and their interrelationship with other logistics areas.</p> <p>PREREQUISITE: Active and Reserve Component Commissioned Officers, Warrant Officers, Senior Noncommissioned Officers, and DOD civilians whose current or projected job assignment require an understanding of how the Army manages materiel maintenance throughout its life cycle, or are assigned to Department of Defense organizations responsible for developing or implementing Army maintenance policy and program in support of weapon system acquisition or the sustainment of materiel at any designated readiness level.</p>	8A -F3	ALMC	Resident, 36 hrs	<p>K4</p> <p>K8</p> <p>K71</p> <p>K74</p> <p>K76,77,&78</p> <p>K80</p> <p>K82,82,&84</p> <p>Kk89,90,91,92,&93</p> <p>K97,98,99,&100</p> <p>A2</p> <p>A3</p>
9.	<p><i>Automated Information Systems for Senior Executives</i></p> <p>DESCRIPTION: Study of the computer aided decision-making environment of today.</p> <p>PREREQUISITE: Senior level civilians.</p>	SE(JT)	DODCI	Resident, 160 hrs	<p>K1</p> <p>K2</p> <p>K3</p> <p>A2</p> <p>A3</p> <p>A7</p>

NUMBER	COURSE	CAT/ COURSE #	SOURCE	MODE OF DELIVERY	COMPETENCIES
10.	<p><i>Basic Environmental Staff Course</i></p> <p>DESCRIPTION: This is an entry-level course for environmental professionals. The curriculum includes the basic concepts of ecology, environmental relationships, and pollution; the Army environmental compliance program; environmental laws, regulations, and policies; Army installation environmental management considerations; required reports (CS 1383 and CS 1485) and administrative procedures; and the preparation and evaluation of environmental documents. A comprehensive pass/fail examination is given at the end of the course.</p> <p>PREREQUISITE: Nominees should be environmental coordinators, environmental protection specialist, installation or (MACOM) environmental staff personnel or other individuals who devote a majority of their time to environmental programs. Individuals should be familiar with pertinent environmental problems at their home station for formal and informal presentation and discussion in the classroom. No security clearance required.</p>	ALMC-BE	ALMC	Resident	K18 K25 K28 K30 K113 A2 A7
11.	<p><i>Basic Freight Traffic</i></p> <p>DESCRIPTION: Role of commercial carriers in the movement of DOD freight; procuring and evaluating commercial transportation services.</p> <p>PREREQUISITE: Designed for active and reserve commissioned and warrant officers, enlisted personnel in grade E-4 and above, and federal government employees GS-4 and above.</p>	8C-F12/553-F1	Trans School	Resident 80 hrs On-Site 80 hrs	K14 K104 K105 K106,107,108,109,& 110 K113,114,115,116,117, 118,119,120,&121 A2&3 A6&7

NUMBER	COURSE	CAT/ COURSE #	SOURCE	MODE OF DELIVERY	COMPETENCIES
12.	<p><i>Commercial Item Description</i></p> <p>DESCRIPTION: Presents instruction on the preparation and review of commercial item descriptions, including market analysis techniques to identify and characterize commercial items, the development and use of market acceptability criteria, and the development of performance-based salient characteristics. The course also provides current DOD policy on the use of commercial items and performance-based specifications.</p> <p>PREREQUISITE: Civilian GS-7-12 and military 02-05 who prepare or review commercial item descriptions and have taken the Defenses Specification Mgmt Course</p>	PQM-203	DAU	Resident, 8 hrs	K10 K37 K62 K68 A3
13.	<p><i>Configuration Management</i></p> <p>DESCRIPTION: The course provides an overview of the basic philosophy and practices of configuration management, life cycle aspects of configuration management, related configuration management activities, and the interrelationships of configuration management in DOD directives, regulations and pamphlets, and military standards and specifications.</p> <p>PREREQUISITE: Successful completion of ACQ-201, LOG-201, LOG-202, and LOG-203.</p>	AMEC- 12/LOG-204	DAU	Resident 40 hrs	K8 K37 K92 A3

NUMBER	COURSE	CAT/ COURSE #	SOURCE	MODE OF DELIVERY	COMPETENCIES
14.	<p><i>Construction Contract Administration</i></p> <p>DESCRIPTION: This course provides a basic review of the DOD acquisition process as it relates to construction contract administration and field administration of fixed-price contracts. As an introductory course, it also serves as a developmental link between the construction and engineering career ladders.</p> <p>PREREQUISITE: Nominees must be assigned (a) Occupational series: Selected 0028, 0340, 0800, 0905, 1100; Grade: GS-5 to GS-13; (b) Experience: 0-3 years in the construction function; (c) responsibilities: personnel should be actively engaged in the field administration of fixed-price construction contracts; this course is also for those other series actively and directly involved in the construction process; (d) Knowledge/Skills; nominee should possess a general knowledge of the post-award construction contract process.</p>	CCA-01A	USAEDH	Resident, 40 hrs	K5 K6 K73 K80 A3 A4 A5

NUMBER	COURSE	CAT/ COURSE #	SOURCE	MODE OF DELIVERY	COMPETENCIES
15.	<p><i>Construction Cost Engineering with Microcomputer-Aided Cost Estimating System (MCACES Gold)</i></p> <p>DESCRIPTION: Through lectures, demonstrations, and hands-on micro-computer usage, this course covers the basic computerized aspects of estimation (i.e., use of MCACES Gold) and preparation of government estimates using the electronic MCACES Unit Price Book, Assemblies and Crew database. The student is required to complete quantity takeoffs and detailed cost estimates which will require work to be done after regular class hours. A pretest and post-test will be given.</p> <p>PREREQUISITE: Nominees must be assigned (a) Occupational series: Selected 00800, 0802, 0810, 0830, and 0850; Grade: GS-7 and above. (b) This course is only open to DOD personnel. Other participants must obtain CEMPEC approval and may be permitted to attend only on a last priority basis. (c) Participants should have at least a basic knowledge of microcomputers. Previous exposure to MCACES Gold is helpful.</p>	MCA-01A	UAEDH	Resident, 20 hrs	K1 K3 K22 A2 A3 A7
16.	<p><i>Construction Quality Management</i></p> <p>DESCRIPTION: After completing this course, the student will understand the objective of construction quality management related to establishing quality requirements, controlling quality during construction, and taking necessary measures to assure quality.</p> <p>PREREQUISITE: Nominees must be</p>	CQM-01A	USAEDH	Resident, 20 hrs	K5 K6 K10 K70 K100 A2 A3 A7

NUMBER	COURSE	CAT/ COURSE #	SOURCE	MODE OF DELIVERY	COMPETENCIES
	assigned (a) Occupational series: Selected 0800, (b) Grade: GS-5 or above. (c) Other: Students should have a current or projected assignment as a member of the resident or area engineer's staff whose day-to-day function entails construction contract surveillance and contract administration.				
17.	<p><i>Contracting Fundamentals</i></p> <p>DESCRIPTION: Contracting Fundamentals is a general survey course in contracting basics for personnel just entering, or with at least one year, of practical experience in the field of contracting. Its broad scope covers contracting procedures as prescribed by the Federal Acquisition Regulations (FAR), statutes, ethics policies, and other pertinent authorities that govern DOD contracting operations.</p> <p>PREREQUISITE: Civilians GS-5-7 and military 01-03 who's primary duties are contracting, property management, manufacturing and/or production, and industrial specialist.</p>	CON-101	DAU	Resident, 40 hrs	K5 K6 K10 A2 A3
18.	<p><i>Contracting Officer's Representative</i></p> <p>DESCRIPTION: Overview of statements of work, contract monitorship; concentration on service contracts.</p> <p>PREREQUISITE: This course is designed for commissioned officers, senior NCO's and civilian personnel who have an actual or anticipated assignment as a Contracting</p>	ALMC-CL	ALMC	Resident, 160 hrs	K5 K6 K22 A2 A3

NUMBER	COURSE	CAT/ COURSE #	SOURCE	MODE OF DELIVERY	COMPETENCIES
	Officer's Representative (COR), or Quality Assurance Officers Technical Representative (COTR). Personnel below the grade of E-7/ GS-7 who possess all other prerequisites must submit a request for waiver which will be considered on a case-by-case basis. The course is not open to personnel in the GS-1102 job series, FA 97 or equivalent acquisition personnel.				
19.	<p><i>Cost Estimating Basic</i></p> <p>DESCRIPTION: This is a noncomputer-based, basic course designed to teach cost estimate preparation and the identification and classification of costs associated with the construction of projects. Through the use of lectures, visual aids, and individual and group practical exercises, the student is provided general instruction.</p> <p>PREREQUISITE: Nominees must be assigned to occupational series 0800. Civilian GS-9 or above and should be designers or supervisory engineers.</p>	CEB-01A	USAEDH	Resident, 36 hrs	K10 K22 A2 A3
20.	<p><i>Cost Risk Analysis</i></p> <p>DESCRIPTION: The Cost/Risk Analysis course prepares cost analysts to perform analyses describing cost risks associated with weapons system development. Basic probability, Monte Carlo simulation, and qualitative like analysis are covered. Small group workshops reinforce techniques taught.</p>	BCE-206	DAU	Resident, 40 hrs On Site, 40 hrs LRC, 40 hrs	K5 K6 K22 K43 K44 A2 A3

NUMBER	COURSE	CAT/ COURSE #	SOURCE	MODE OF DELIVERY	COMPETENCIES
	<p>PREREQUISITE: Civilian GS-09 and above, and military 03 and above who prepare, review, or use life cycle cost estimates. Successful completion of ACQ 101 and ACQ 201.</p>				
21.	<p><i>DD Form 1391 Preparation</i></p> <p>DESCRIPTION: This course provides a logical framework for preparing the DD Form 1391 and provides working knowledge on how to verify requirements, prepare documentation, and program a project to obtain congressional appropriation and authorization of military construction (MILCON) funds.</p> <p>PREREQUISITE: (a) Personnel at all levels, installation through OSD, who are assigned to prepare, review, and/or validate DD Forms 1391 (including personnel from other services and defense agencies and the private sector who are involved in DD Form 1391 Preparation; (b) Occupational series: 0800, 020, and other personnel involved in DD 1391 preparation and review; (c) Grade: GS-5 and above; (d) nominees should have 6 months “on -the-job” training prior to attending this course. A hand-held calculator should be brought to the course.</p>	13P-01A	USAEDH	Resident, 36 hrs	K15 K22 K43 K44 A3
22.	<p><i>Decision Analysis for Logisticians</i></p> <p>DESCRIPTION: This course introduces the concepts, analytical techniques, and applications of decision analysis supplied to logistics problems. Topics covered include basic managerial statistics, data collection and analysis, statistics, and multiple-attribute decision making. The topics covered are tied</p>	ALMC-DC	ALMC	Resident 36 hrs	K10 K31 A2 A3 A5

NUMBER	COURSE	CAT/ COURSE #	SOURCE	MODE OF DELIVERY	COMPETENCIES
	together using workshops and cases that include real world logistics problems. PREREQUISITE: Nominees must be assigned to positions in wholesale logistics. Basic algebra required.				
23.	<i>Decision Support Systems</i> DESCRIPTION: This course explains the power of the computer in allowing the decision maker to use “what if” questions. It applies to both the planning process and operational mission execution. It shows the decision maker how to tap the power of the computer. The course stresses the means for humans to retain control of the decision making process in an automated environment. It teaches the relationship of information to the decision making process. The course shows how to make the computer a natural extension of a leader’s talent. PREREQUISITE: The course is recommended for Federal managers who make intermediate or senior level decisions in complex military or government environment.	DSS(JT)	DODCI Computer Institute Washington DC	Resident 40 hrs	K1,K2,&3 K10 A2 A3
24.	<i>Defense Advanced Preservation & Packaging</i> DESCRIPTION: Presentations by guest speakers from DOD, other agencies, and commercial industry includes student presentations. Covers policy, packaging discrepancies, disposing, and performance-based packaging and MIL-STD-2073. PREREQUISITE: Nominees for this course	8B-F3(JT)	ALMC	Resident, 40 hrs	K18 K28 K49 K52 A2 A3

NUMBER	COURSE	CAT/ COURSE #	SOURCE	MODE OF DELIVERY	COMPETENCIES
	must have completed 8B-F1(JT) and 8B-F2(JT) at least two years prior to the start of this course.				
25.	<i>Defense Advanced Traffic Management</i> DESCRIPTION: Presentations by guest speakers for DOD, other agencies, and commercial industry. Provides further career development for senior staff and supervisory personnel. PREREQUISITE: Designed for DOD and USCG active and reserve commissioned personnel in grades 04 and above, federal government civilian employees in grade GS-11 and above, who are assigned to traffic management positions.	8C-F3	Trans School	Resident, 80 hrs 3 weeks US Army Transporta- tion School, Ft. Eustis, VA	K106,107,108,&109 A1 A2 A3
26.	<i>Defense Basic Preservation & Packaging</i> DESCRIPTION: Cargo unitization; electrostatic discharge control; preservation Materials; marking and labeling; blocking and bracing. PREREQUISITE: NONE	822-F13(JT)	ALMC	Resident 36 hrs On-site 36 hrs	K18 K28 K50 K63 K114 K119 A2
27.	<i>Defense Demilitarization Program Course</i> DESCRIPTION: This course covers demilitarization (DEMIL) program administration and responsibilities, DEMIL code determination and assignment, processing and property management of DEMIL-required items at the DRMO, DEMIL code challenge program, and Security Trade Controls. PREREQUISITE: This course is directed	ALMC-BD	ALMC		K16 K30 K100 A3

NUMBER	COURSE	CAT/ COURSE #	SOURCE	MODE OF DELIVERY	COMPETENCIES
	towards personnel in positions responsible for determination, assignment, and review of demilitarization codes or responsible for demilitarization program administration and management.				
28.	<p><i>Defense Distribution Management Course</i></p> <p>DESCRIPTION: The management and operations of the defense distribution system are studied with particular emphasis given to the major depot functions of receiving, storing, packaging, physical inventory, issuing, transportation, resource management and controlling of materiel. The association of these functions to other logistic functions is studied in order to understand their inter-relationships.</p> <p>PREREQUISITE: Commissioned officers and warrant officers having 2 years active duty remaining after course completion who are in, or on orders to, a position requiring knowledge of distribution management responsibilities. Enlisted personnel pursuing a related OPMS program and a member of the NCO Logistics Program are also eligible. Civilians must be either GS or wage grade personnel assigned in or anticipating assignment within the logistic management field requiring a knowledge of wholesale distribution management and/or having supervisory responsibility. Management trainees/interns should anticipate having 1 year of government service remaining after the completion of the training program. This course is applicable to interns assigned to</p>	8B-F10	ALMC	Resident, 40 hrs On-site, 40 hrs	K4 K14 K48 K51 K52 K69 A2 A3 A6

NUMBER	COURSE	CAT/ COURSE #	SOURCE	MODE OF DELIVERY	COMPETENCIES
	depots regardless of career program. Other personnel will be considered on a waiver basis.				
29.	<p><i>Defense Hazardous Materiels/Waste Handling Course</i></p> <p>DESCRIPTION: The course includes identification and classification of hazardous Materiels and wastes; health effects and personal safety; packaging, labeling, handling, storing, and transporting procedures; contingency planning and release response; and hazardous Materiels and waste laws, regulations, and policies. This course does not provide training for certifiers of hazardous cargo shipment.</p> <p>PREREQUISITE: This course should be taken by military or civilian personnel (and their supervisors) who handle, package, store, transport, or manage hazardous Materiels or wastes. This course should be taken by environmental, safety, and industrial hygiene professionals, managers, and installation support staff responsible for hazardous compliance, as their initial hazardous Materiels and waste training.</p>	ALMC-HA	ALMC	Resident, 40 hrs On sight. Corres, 40 hours, LRC, 40 hours	K18 K25 K28 A2 A3
30.	<p><i>Defense Inventory Management</i></p> <p>DESCRIPTION: The curriculum concentrates on wholesale materiel management functions. The subjects covered range through the entire life cycle of materiel from the entry of new items into the DOD system to the disposal of</p>	8B-F11	ALMC	Resident, 144 hrs On Site, 144 hrs	K8 K15 K23 K51 K55 K57

NUMBER	COURSE	CAT/ COURSE #	SOURCE	MODE OF DELIVERY	COMPETENCIES
	<p>excess materiel. Four forecasting techniques are taught (exponential smoothing, trend analysis, 12-month and 24-month moving average) to provide the students an understanding of the forecasting techniques used in the Department of Defense. Mathematics, scientific techniques, and logistical terminology are presented to the degree required to provide a common basis for understanding requirements computation and inventory management problems.</p> <p>PREREQUISITE: All student nominees (military and civilian) should have an inventory management position. Military personnel should be limited to officers, warrant officers, and Nicosia with MOS 76P4K or 76Z5K. The course is directed toward the 03/05 and GS-7 to GS-11 levels. Interns shall be GS-7, unless accepted based on written waiver explaining how the individual's experience, ability, and education warrant exception to this prerequisite. One year of on-the-job experience in inventory management is also required (waiver for interns). Knowledge of math though basic algebra is necessary to successfully complete this course. International students should be in the grade of senior CPT through LTC or civilian equivalent.</p>				<p>K58 K60 K65 K66 A2 A3</p>
31.	<p><i>Defense Marking for Shipment and Storage</i></p> <p>DESCRIPTION: This course provides an overview of the DOD Logistics Systems, general and detailed marking requirements of MIL-STD-129, marking and labeling hazardous Materials and review, examination and critique.</p>	8B-F32(JT)	ALMC	Resident, 20 hours	<p>K18 K28 K50K63 K114 K117 K119</p>

NUMBER	COURSE	CAT/ COURSE #	SOURCE	MODE OF DELIVERY	COMPETENCIES
	PREREQUISITE: None				K121 A2 A3
32.	<i>Defense Preservation & Intermediate Protection</i> DESCRIPTION: This course is oriented toward DOD packaging policies, packaging specifications, cleaning and drying, preservation, marketing, economy in packaging, packaging codes, unit containers, unit pack inspection and resource conservation. Classroom and “hands-on” practical exercises are strongly emphasized. PREREQUISITE: None. SAFETY/WORK SHOES REQUIRED	8B-F1(JT)	ALMC	Corres, 24 hrs	K28 K50 K52 A2 A3
33.	<i>Defense Packaging Data Systems</i> DESCRIPTION: This course addresses the applicability, interpretation, implementation, and codification of the requirements of MIL-STD-2073-1, DOD Materiel Procedures for Development and Application of Packaging Requirements, and the use of MIL-STD-2073-2, Packaging Requirement Codes to encode and decode packing requirements of MIL-STD-2073-1. PREREQUISITE: Candidates for this course should have a basic working knowledge of preservation and packing equivalent to 8B-F1(JT), Defense Preservation and Intermediate Protection, and 8B-F2(JT), Defense Packing and Unionization Courses. Nominees should have a minimum of 2 years	SMPT-4	ALMC	Resident, 76 hours	K28 K49 K50 K52 A2 A3

NUMBER	COURSE	CAT/ COURSE #	SOURCE	MODE OF DELIVERY	COMPETENCIES
	of service remaining after course completion. In addition, they must be able to read and understand specifications, standards and other government publications, and have a working knowledge of automated data processing systems.				
34.	<p><i>Defense Packaging Design Course</i></p> <p>DESCRIPTION: This course addresses the following topics associated with packaging design, transportability, the natural environment, deterioration of Materiels, identifying item characteristics, the transportation environment packaging Materiels, environmental consideration, shock and vibration mitigation, container design and selection, the design process, packaging documentation, trends in packaging design, package testing and safety.</p> <p>PREREQUISITE: This course is designed for military and civilian personnel who have completed courses 8B-F1-(JT), Preservation and Intermediate Protection, and 8B-F2(JT), Defense Packing and Unitization, or individuals possessing a high degree of packaging knowledge. All nominees must possess the ability to read and comprehend military and Federal specifications and standards. In addition, the student must be able to perform mathematical computations involving algebra. Waivers for personnel not meeting the prerequisite of DOD Catalog 5010.16 must attach a complete justification to the DD Form</p>	8B-F16(JT)	ALMC	Resident 40 hrs	K18 K28 K50 K63 K114 A2 A3

NUMBER	COURSE	CAT/ COURSE #	SOURCE	MODE OF DELIVERY	COMPETENCIES
	1556. SAFETY/WORK SHOES REQUIRED.				
35.	<i>Defense Packaging for Logistics Managers Seminar</i> DESCRIPTION: The seminar provides logistics managers with reasons why military packaging is important and the effect it has on other logistics disciplines. Topics include current packaging requirements in accordance with laws, regulations, standards, and policies, identification of packaging problem areas; requirements for packaging training; packaging as an element of integrated logistics support; and the future of packaging. The seminar must be conducted concurrently with a scheduled on-site course and at the same location or by special arrangement. PREREQUISITE: None.	8B-F4(JT)	ALMC	Resident, 8 hours, On site, 76 hrs	K18 K28 K50 K63 K100 K114 A3
36.	<i>Defense Packaging of Hazardous Materials for Transportation</i> DESCRIPTION: Current requirements and procedures in the preparation of hazardous Materials for transportation. Satisfies certification requirements for handling hazardous Materials as described AR-5-355 PREREQUISITE: All nominees must possess the ability to read and comprehend regulatory documents and Federal/military specifications and standards governing the transportation of hazardous Materials. While a pretest isn't a requirement, preference will be given to person-	8B-F7(JT)	SMPT	Resident, 76 hrs	K18 K28 K50 K63 K114 K117 K119 K120 A2 A3

NUMBER	COURSE	CAT/ COURSE #	SOURCE	MODE OF DELIVERY	COMPETENCIES
	nel who have taken the pretest answering more than seventeen questions correctly. Personnel nominated should have at least 1 year of service remaining after completion of the course.				
36A.	<i>Defense Packing and Utilization</i> DESCRIPTION: This course describes DOD packing policies, and shows how to construct, reinforce weatherproof, cushion, and block and brace containers. The DOD container Design Retrieval system program is discussed, along with marking and labeling for shipment and storage. Containerization and palletization, carloading and use of freight regulations for railroad shipments, and resource conservation and other topics covered.	8B-F2	ALMC	Resident 76 hrs Onsite, 76 hrs Corresp, 63 hrs	K18 K25 K50K63 K114 K119 K121 A2 A3
37.	<i>Defense Preparation of Freight for Air Shipment Course</i> DESCRIPTION: Introduction to preparation of freight for air shipment; unionization and consolidation, container selection; cushioning, blocking, bracing, and anchoring; hazardous Materiels; marking and labeling for air shipment, and handling, loading and air delivery. PREREQUISITE:: None	8B- F36(COR)	ALMC	Resident 40 hrs	K14 K18 K50 K52 K63 K100 K113 A2
38.	<i>Defense Refresher Packaging of Hazardous Materiel for Transportation</i> DESCRIPTION: This course reviews the regulations governing the packaging and certifying of hazardous Materiels for all modes of transportation. It includes the reconsidering of requirements of 49 CFR Parts 107 and 172-178; International Air Transport Association	8B-F35(JT)	ALMC	Resident 40 hrs	K18 K28 K50 K63 K114 K117 K119 K120

NUMBER	COURSE	CAT/ COURSE #	SOURCE	MODE OF DELIVERY	COMPETENCIES
	<p>Dangerous Goods Regulations (IATA); Preparing Hazardous Materiels for Military Air Shipments, AFR 71-4/TM 30-250/NAVSUP PUB 505/MCO P4030. 19/DLAM 4145.3, Recommendations on the Transport of Dangerous Goods, and International Maritime Dangerous Goods Code. It also reviews the MIL-STD-129 requirements for the uniform marking of military supplies.</p> <p>PREREQUISITE: Nominees must have satisfactorily completed initial training as described in the current issues of the joint regulation Preparation of Hazardous Materiels for Military Air Shipments, AFR 71-4/TM 38-250/NAVSUP PUB 505/MCO P4030. 19E/DLAM 4145.3, marking and labeling requirements of MIL-STD-129, and DD Form 1387-2, certifications and documentation.</p> <p>NOTE: Rectification is required at least every 24 months.</p>				<p>A2</p> <p>A3</p>
39.	<p><i>Defense Vehicle Processing for Shipment & Storage</i></p> <p>DESCRIPTION: The course addresses the causes of corrosion and the practical application of procedures required for cleaning, preserving, processing, and marking of general purpose vehicles, track laying vehicles, Materiel handling equipment, and construction equipment.</p> <p>PREREQUISITE: This course is designed for commissioned and warrant officers, enlisted personnel, and civilian employees who have</p>	8B-F6(JT)	ALMC	Resident 40 hrs	<p>K18</p> <p>K70</p> <p>K73</p> <p>K93</p> <p>A2</p> <p>A3</p>

NUMBER	COURSE	CAT/ COURSE #	SOURCE	MODE OF DELIVERY	COMPETENCIES
	current or anticipated assignments involving vehicle or equipment preservation in the following or similar operations: storage, supply, transportation, procurement, contract administration, quality control, technical writing, or instruction in the processing of equipment for shipment or storage.				
40.	<p><i>DPW Support Services Contract Administration</i></p> <p>DESCRIPTION: This course provides the student with an understanding of the support and objectives of the DPW contract administration process through lectures and group discussions.</p> <p>PREREQUISITE: Nominees should be installation level personnel who are assigned as contracting officer representatives, quality assurance evaluator or supervisors, or assigned in other full-time contract administration positions for DPW contracts.</p>	CTA-01A	USAEDH	Resident 40 hrs	K5 K6 K22 A2 A3 A5
41.	<p><i>Economic Analysis Military Construction (DD form 1391)</i></p> <p>DESCRIPTION: This course explains the fundamental principles and procedures for developing economic analyses in support of, military construction (to include Army Family Housing) projects. The practical application of economic principles is provided through “hands-on” computer training sessions in which participants develop economic analyses using the Army’s economic analysis package, PC ECONPACK.</p>	CTA-01A	USAEDH	Resident, 36 hrs	K1 K2 K3 K22 K43 K44 A3 A6

NUMBER	COURSE	CAT/ COURSE #	SOURCE	MODE OF DELIVERY	COMPETENCIES
	PREREQUISITE: Nominees must be assigned to current positions involved with planning, preparing, programming, or reviewing requests for military construction projects.				
42.	<i>Electronic Security Systems Designs</i> DESCRIPTION: This course covers basic system descriptions and operational theory, system design information, preparation of plans and specifications, use of Corps of Engineers criteria documents, and discussion on evaluating and testing installed systems prior to acceptance. Some basic design calculations are included. PREREQUISITE: Occupational Series: 801, 508, 855; Grade: GS-7 and above. Other engineering personnel engaged in electronic security systems prior to acceptance. Some basic design calculations are included.	ESS-01A	USAEDH	Resident, 36 hrs	K1 K2 K3 K22 K43 K44 A3 A6
43.	<i>Energy Management in Existing Federal Facilities</i> DESCRIPTION: The course provides an overview of new energy program opportunities and an in-depth treatment of energy systems, energy conserving techniques, devices, and design & analysis tools. Installation energy coordinators successfully completing the course will be designated as “Trained Energy Mangers: in accordance with Public Law 102-486. PREREQUISITE: Nominees must be assigned to occupational series 028, 0800,	ECB-01A	USAEDH	Resident 36 hrs	K85 A2 A3 A6

NUMBER	COURSE	CAT/ COURSE #	SOURCE	MODE OF DELIVERY	COMPETENCIES
	1100, 1300, 1600, and 1900. Grades GS-7 through GS-13 (GS-5 with engineer degree). NOTE: This course satisfies the requirement of Public Law 102-486 for trained energy managers.				
44.	<i>Executive Acquisition Logistics Management</i> DESCRIPTION: The Executive Acquisition Logistics Management course prepares the acquisition logistician to function in executive level logistics management and policy making positions. The student will acquire an understanding of the complex relationships between logistics support planning, acquisition policy, requirements determination, program management, contracting and government funds management. The course also assists the student to improve skills in finding logistics solutions that will improve weapon system availability and reduce life cycle cost. PREREQUISITE: Civilian employees GS-13 and above, and military 04 who have completed the educational requirements for Level I and II in the acquisition logistics career field. Successful completion of all Level II courses.	LOG-304	DAU	On-Site, 36 hrs	K4 K5 K6 K8 K9 K21 K29 K33 A1 A2 A3
45.	<i>Executive Environmental & Hazardous Materiel</i> DESCRIPTION: The curriculum includes a brief discussion of the concepts of ecology and pollution; the Army environmental program; executive legal responsibilities and penalties;	ALMC-EX	SMPT	Resident, 28 hrs On Site, 28 hrs	K9 K18 K25 A2 A3

NUMBER	COURSE	CAT/ COURSE #	SOURCE	MODE OF DELIVERY	COMPETENCIES
	<p>environmental laws, regulations, and policies; executive environmental documentation and requirements for pollution prevention. The onset course can be tailored to cover specific installation problems.</p> <p>PREREQUISITE: Participants should be commanders, civilian executives, and their principal staff members, MAJ/GS-12 or above, who are in positions to recommend courses of action or make decisions on military matters impacting on the environment.</p>				
46.	<p><i>Financial Planning & Control Techniques</i></p> <p>DESCRIPTION: This course is designed for operating and staff management and action officers who are required to plan and control the financial aspect of either a service or manufacturing operation. This course is not designed for experienced budget or financial personnel.</p> <p>PREREQUISITE: This course is designed to assist your survival in the dynamic and competitive environment by using financial data in your planning, control and decision making.</p>	7D-F7	AMEC	Resident 40 hrs	K10 K22 K43 K44 A3 A6
47.	<p><i>Form 1391 Processor System</i></p> <p>DESCRIPTION: Topics covered include creating, submitting, reviewing, and editing individual DD Forms 1391 as well as creating directories and custom reports. The custom reporting and directory features can assist an organization in managing their military construction program. All commands and</p>	139-01A	USAEDH	Resident, 38 hrs	K1 K2 K3 K22 K43 K44 A3 A6

NUMBER	COURSE	CAT/ COURSE #	SOURCE	MODE OF DELIVERY	COMPETENCIES
	features of the system are covered. PREREQUISITE: Nominees must be currently assigned to positions involved in preparing and/or reviewing the DD Form 1391 and related documentation associated with the military construction planning, programming and budgeting process.				
48.	<p><i>Function Analysis Systems Techniques (FAST)</i></p> <p>DESCRIPTION: This course demonstrates how FAST is a powerful analysis tool that models problems and opportunities, allowing multi-disciplined teams to conduct simultaneous analysis. Since problems are rarely single dimensional, FAST provides a common language allowing mixed disciplined teams to effectively communicate and resolve complex problems.</p> <p>PREREQUISITE: The course is designed for personnel of various backgrounds who wish to enhance the effectiveness of product and process improvement efforts associated with acquisition and support activities.</p>	AMEC-315	AMEC	Resident, 40 hrs	K1 K2 K3 K10 A3
49.	<p><i>Fundamentals of Systems Acquisition Management</i></p> <p>DESCRIPTION: Fundamentals of Systems Acquisition Management provides an overview of the DOD systems acquisition process including the basics of system acquisition program management and the developmental life cycle of a system from inception to retirement. The</p>	ACQ-101	DAU	Resident 40 hrs	K4,5, 6,7,8,&9 K15 K21 K27 A3

NUMBER	COURSE	CAT/ COURSE #	SOURCE	MODE OF DELIVERY	COMPETENCIES
	<p>course covers system concept exploration, development, production, and deployment.</p> <p>PREREQUISITE: Civilians GS-5/7 and above.</p> <p>NOTE: DSMC is the lead school for this course; ALMC will be a certified offeror in FY95.</p>				
50.	<p><i>Installation Logistics Management</i></p> <p>DESCRIPTION: Functional areas of the DOL; responsibilities, practices, and procedures at all levels of the organization.</p> <p>PREREQUISITE: Nominees should be commissioned officers (Captain or below), warrant officers, enlisted personnel (E-5 to E-8), civilian employees (GS-4 to GS-9), or wage grade or local national employees (English speaking) of comparable grade or rank. Objectives are well suited for individuals whose job responsibilities interface with installation logistics either at the installation level or in a major command.</p>	ALMC-IN	ALMC	Resident 40 hrs	K5 K6 K15 K102 K103 A1 A2 A3
51.	<p><i>Installation Traffic Management</i></p> <p>DESCRIPTION: Commercial and military traffic functions and knowledge of the military transportation functions of an installation transportation officer. It is structured to teach, at the management level, passenger travel, shipment of personal property, commercial freight, hazardous cargo and military standard transportation, and movement procedures.</p> <p>PREREQUISITE: Federal government ,</p>	8CF4	Trans School	Resident 80 hrs	K14 K104 K110 K113 A2 A3

NUMBER	COURSE	CAT/ COURSE #	SOURCE	MODE OF DELIVERY	COMPETENCIES
	civilian employees, GS-07 and above assigned to Traffic Management positions.				
52.	<p><i>Integrated Item Managers</i></p> <p>DESCRIPTION: Concentrates on materiel management functions as they relate to the management of secondary and major items. The subjects covered range through the entire life cycle of materiel systems. Special emphasis is placed on wholesale requirements computation and the distribution process using existing data bases and financial management. Commodity Command Standard System (CCSS) forecasting techniques and logistical terminology are presented to provide common basis for understanding the integrated materiel manager's role in weapon system management.</p> <p>PREREQUISITE: Nominees must occupy positions relevant to inventory management within the Army Materiel Command and must be a graduate of the CCSS Functional Course. Civilian nominees GS-9 and above (may be waived to GS-7 for interns) occupying positions as inventory managers (job series 2010) will have first priority. Others with job series 346, 2001, and 2003 will be considered. Officers possessing specialty codes 91/92 or additional skill identifier 7Z, Warrant Officers in career field 920, and enlisted with MOS 76P4K or 76Z5K may be accepted. All other nominees may attend on a waiver basis. This course is not open to international students. The course director retains final approval authority.</p>	ALMC-IF	ALMC	Resident, 160 hrs On Site, 120 hrs Corresp, sub course, 32 hrs	K35 K55,56,57,58,59,&60 K65 K66 A2 A3

NUMBER	COURSE	CAT/ COURSE #	SOURCE	MODE OF DELIVERY	COMPETENCIES
53.	<p>Intermediate Acquisition Logistics DESCRIPTION: The Intermediate Acquisition Logistics course is designed for acquisition logistics managers (Integrated Logistic Support (ILS) Managers) and /or the supervisors of acquisition logisticians. The course provides an analysis of the materiel acquisition process and the system engineering process. Presentations cover acquisition logistics related subjects such as life-cycle costing; reliability; availability; maintainability; materiel acquisition processes; logistic support analysis processes, logistic relevant tests and evaluations; and technical information management. Special experience-based case studies offer the student an opportunity to address weapon system logistics problems; apply ethical principles; devise theoretical and pragmatic solutions; as well as the dynamics involved in the development of sound acquisition strategy.</p> <p>PREREQUISITE: Civilian GS-9 through GS-12, military 03 and above who possess acquisition logistics experience or have been assigned to acquisition logistics positions, Successful completion of LOG 101, ACQ 201.</p>	LOG-201	DAU	Resident 36 hrs	K4,5,&6, K8 K9 K21 K27 K29 K33 K74 A2 A3
54.	<p>Intermediate Analysis DESCRIPTION: The Intermediate Analysis Course is designed for those involved in</p>	BCF-205	DAU	Resident, 120 hrs	K10 K31 A2

NUMBER	COURSE	CAT/ COURSE #	SOURCE	MODE OF DELIVERY	COMPETENCIES
	analysis, and estimating in a DOD environment. The course emphasizes how to analyze results as they apply to the acquisition and support of DOD weapon systems. Topics covered include: data sources, modeling, nonparametric, estimating, learning curves, and other analysis techniques. To be developed and piloted by DAU. PREREQUISITE: Successful completion of ACQ 101, and ACQ 201				A3
55.	<i>Intermediate Purchasing</i> DESCRIPTION: Intermediate Purchasing, for experienced personnel performing purchasing agent duties, presents instruction in advanced techniques and procedures used to accomplish small purchase actions. Designed to provide small purchase contracting officers with the technical competence and ethical decision-making necessary to manage and increase productivity within a small purchase division, this course builds on the foundation established in the Purchasing Fundamentals Course. PREREQUISITE: Civilian GS-6 and above, and enlisted personnel with actual or pending assignment to an intermediate level small purchase position.	PUR-102	DAU	Resident, 80 hrs	K5 A2 A3 A6
56.	<i>Intermediate Systems Acquisition</i> DESCRIPTION: Intermediate Systems Acquisition focuses on acquisition processes, the role of the major acquisition players, and their interactions. The course covers the	ACQ-201	DAU	Resident, 152 hrs	K4 K5 K6 K8 K33

NUMBER	COURSE	CAT/ COURSE #	SOURCE	MODE OF DELIVERY	COMPETENCIES
	systems life cycle management process, technical and business processes, and program integration PREREQUISITE: ACQ-101 must be successfully completed.				K43 K44 A2 A3
57.	<i>Introduction to Operations Research & Systems Analysis</i> DESCRIPTION: The Correspondence course has two components: 1) basic statistics and 2)quantitative techniques in business. Basic statistics provides the student with an introduc- tion to probability theory and distributions, descriptiove statistics, sampling, and estimation, hypothesis testing, and concludes with regression and correlation analysis. Quantitative techniques includes linear programming, special purpose algorithms, inventory, net-works, decision analysis, queing, and simulation. The student is required to purchase two text books for this course. The study guide outlines an orderly and logical study of the text books to enahnce the student's chance of successfully passing the final examination. PREREQUISITE: Nominees should be commissioned officers, warrant officers, or civilians in grades GS-9 or higher. Nominees outside the Department of Defense are required to pay a fee for the course. There are no grade or rank restrictions on personnel outside the DOD.	ALMC-46	ALMC	Resident, 160 hrs	K10 A2 A3 A6 A7
58.	<i>Joint Personal Property</i>	8C-SI3V	Trans	Resident,	K31

NUMBER	COURSE	CAT/ COURSE #	SOURCE	MODE OF DELIVERY	COMPETENCIES
	DESCRIPTION: It is structured to cover shipment and storage of household goods, baggage and trailers; entitlements; allowances and basic regulations, and fundamentals and operations of the Transportation Operational Personal Property Standard System (TOPS). PREREQUISITE: DOD civilians GS-4-GS-12 who are assigned or on orders to a position where they will be moving personal property.		School	80 hrs	K43 K106 K115,116,117,&118 K120 A2
59.	Joint Training Conference DESCRIPTION: Concept of leadership issues; views on managing; Army's expectations of executives; and reinforce communicative skills. PREREQUISITE: GO/SES level.	JTC	HQDA	Resident, 80 hrs	A1 A2 A3 A4 A5 A6 A7
60.	Logistics Assistance Program Operations DESCRIPTION: The curriculum includes the Logistic Assistance Program Organization; Organizational Roles; Geographic Support; Supply Distribution; Logistics Automation Unit Through Corps/Installation; Unit Maintenance and Supply Operations; Materiel Fielding; ICP Operations; DOD Supply Depot Activities; TQM; Contractor Relationships; and Logistical Case Studies. PREREQUISITE: US Army Materiel Command (AMC) Logistic Assistance Representatives (LARs), civilian grades GS-9-13 and senior Nicosia, who have been selected as (LARs).	ALMC-LV	ALMC	Resident, 40 hrs	K8 K11,12,&13 K17 K21 K23 K27 K29 K32 K35 K37 K38 A2 &3 A6&7
61.	Logistics Assistance Program Senior Management	ALMC-LS	ALMC	Resident, 80 hrs	K8 K11,12,&13

NUMBER	COURSE	CAT/ COURSE #	SOURCE	MODE OF DELIVERY	COMPETENCIES
	<p>DESCRIPTION: Army's senior logistics course. The multifunctional areas of logistics and their integration into the DOD system.</p> <p>PREREQUISITE: Commissioned officer 03-06 and civilians GM-13-15 who have been selected to become LAO chiefs, deputy chiefs and MSC supervisors, and other senior LAP personnel.</p>			<p>Onsite, 160 hrs</p> <p>Corresp, 156 hrs</p>	<p>K17</p> <p>K21</p> <p>K23</p> <p>K27</p> <p>K29</p> <p>K32</p> <p>K35</p> <p>K37&38</p> <p>A2&3</p> <p>A6&7</p>
62.	<p><i>Logistics Management Development</i></p> <p>DESCRIPTION: Life cycle management model: RDTE, acquisition, inventory management, maintenance, and disposal of materiel.</p> <p>PREREQUISITE: Nominees must have actual or anticipated assignments to management positions in the logistic area and have a high school education. Military nominees should be officers who have completed or are enrolled in a branch career course. Priority will be given to NCOLP members. Civilians should be GS-9 or above with at least 4 years functional experience in the logistic management, data processing, or financial management field and have completed one functional course in that field.</p>	8A-F16	ALMC	Resident, 160 hrs	<p>K4</p> <p>K7</p> <p>K8&9</p> <p>K21</p> <p>K27</p> <p>K29</p> <p>K32</p> <p>K57</p> <p>K58</p> <p>K61</p> <p>K74</p> <p>A2</p> <p>A3</p>
63.	<p><i>Logistics Support Analysis</i></p> <p>DESCRIPTION: The LSA course teaches the concepts and techniques employed by systems engineers and acquisition logisticians to ensure development of a supportable system within the</p>	LOG-202	DAU	Course Canceled	<p>K34</p> <p>K37</p> <p>K71</p> <p>K74</p> <p>A2</p>

NUMBER	COURSE	CAT/ COURSE #	SOURCE	MODE OF DELIVERY	COMPETENCIES
	<p>overall materiel acquisition process. The course topics include an overview of the relationship of LSA and LSAR; requirements generation; tradeoffs; supportability testing; developing comparative analysis; identification of manpower, support, cost and readiness drivers; life-cycle costing; a discussion of terms needed to describe maintenance tasks; detailed review and explanation of the LSAR data organization and output summaries.</p> <p>RECOMMENDED: Civilians GS-7 and above, military officers, or senior enlisted who have an actual or scheduled assignment to a government or contractor organization with Integrated Logistics Support responsibilities and are performing LSA/LSAR activities. Successful completion of ACQ-201 and LOG-201.</p>				A3
64.	<p><i>Maintenance Provisioning Procedures</i></p> <p>DESCRIPTION: The course provides functional training in the use of LSA data for determining maintenance significant items, developing maintenance allocation charts, spare/repair parts selection and coding. Provisioning regulations, acquisition documentation, and system supportability.</p> <p>PREREQUISITE: This course is specifically designed for Army Materiel Command (AMC) Major Subordinate Command maintenance and materiel management functional personnel. Nominees must have an actual or scheduled assignment to a government or contractor</p>	ALMC-MP	ALMC	Resident, 80 On Site, 80 hrs	K71 K74 K75 K79 K83 K84 K92 A2 A3

NUMBER	COURSE	CAT/ COURSE #	SOURCE	MODE OF DELIVERY	COMPETENCIES
	organization that has the responsibility for developing maintenance allocation charts and maintenance coding of spare/ repair parts. Students must be commissioned officers, senior noncommissioned officers, GS-9 or above contractor personnel. In addition, nominees must have successfully completed the Army Provisioning Process Course.				
65.	<p>MANPRINT Action Officers</p> <p>DESCRIPTION: Provides a working knowledge and specific managerial and analytic skills to the student, so that real and immediate improvements can be made in the management and integration of human performance consideration into the materiel acquisition process. The overall focus is on providing the information and skills necessary for the action officer to successfully perform his/her position of the MANPRINT program.</p> <p>PREREQUISITE: The course is designed for active Army officers, warrant officers, noncommissioned officers (SFC or above), and civilians (GS-9 or above) assigned or scheduled for assignment to a combat development, training development, materiel development, MANPRINT domain (Manpower, Personnel, Training, System Safety, Health Hazards, Human Factors Engineering) specialist, or MANPRINT staff position.</p>	AMEC-MS	ALMC	Resident, 72 hrs. On-Site, 72 hrs.	K1 K3&4 K7&8 K19 K25 K27 K29 K31 K33 K46 K75&76 K83 K88 K95 K113 A2 A3
66.	MANPRINT for Managers	ALMC-MT	ALMC	On-Site,	K4

NUMBER	COURSE	CAT/ COURSE #	SOURCE	MODE OF DELIVERY	COMPETENCIES
	<p>DESCRIPTION: Provides highly interactive instruction on MANPRINT and its background, philosophy, purpose and domains. Describes organizational and functional responsibilities and activities in the manager's organization.</p> <p>PREREQUISITE: This course is designed for commissioned Army officers or civilians assigned or scheduled for assignment to a middle management role in organizations with MANPRINT missions and functions.</p>			16 hrs	K8 K9 K25 K33 A1 A2 A3
67.	<p><i>Materiel Acquisition Management Course</i></p> <p>DESCRIPTION: This course is designed to provide a broad spectrum of knowledge pertaining to the materiel acquisition process. It covers national policies and objectives that shape the acquisition process and the implementation of these policies and objectives by the US Army. Areas of coverage include acquisition concepts and policies; research, development, test, and evaluation; financial and cost management. Emphasis is placed on providing mid-level managers with a broad education so they can effectively manage any aspect of materiel management.</p> <p>PREREQUISITE: Commissioned officers should be captains or majors with at least 6 years of active Federal Commissioned service. Officers should have completed their branch advanced course. Military attendees should have been selected for participation in the US Army Acquisition Corps or hold a functional area code 51 (Research, Development and Acquisition). Civilians should be in the grade</p>	ALMC-ML	ALMC	Resident, 8 weeks	K1,2,3,4,&5 K7&8 K10 K15 K27 K29 K31 K33 K75 K76 K83 A2 A3

NUMBER	COURSE	CAT/ COURSE #	SOURCE	MODE OF DELIVERY	COMPETENCIES
	range of GS-11 through GS-13 and selected for participation in the U. S. Army Acquisition Corps. All attendees should have a baccalaureate degree or higher. Commissioned officers, warrant officers, noncommissioned officers and civilians who fail to meet the prerequisites but who are assigned to an Army Acquisition management position will be considered on a case-by-case basis.				
68.	MILSTAMP DESCRIPTION: Introduction to MILSTAMP, Activities Address Directories, Transportation Account Codes, Shipment Planning, TCMD, Preparation, Ocean Cargo and Air Terminal Documentation, Address Marking, Shipment Tracing and Intransit Data Reporting. PREREQUISITE: Federal government civilian employees GS-4 and above.	8C-F9	Trans School Ft. Eustis	Resident, 40 hrs	K114 K121 A3
69.	Non-Developmental Item Acquisition DESCRIPTION: This course focuses on tools and techniques for identifying and evaluating NDI alternatives throughout the acquisition process. The course provides instruction on addressing NDI during requirements definition acquisition strategy development, acquisition, and support planning. It also introduces tools and techniques for selecting and preparing the appropriate technical requirements documents and commercial item descriptions; using multiple award schedules.	PQM202	DAU	Resident 40 hrs	K8 A2

NUMBER	COURSE	CAT/ COURSE #	SOURCE	MODE OF DELIVERY	COMPETENCIES
	PREREQUISITE: NONE				
70.	<i>Ocean Transportation & Terminal Management</i> DESCRIPTION: Ocean transportation and marine terminal operations to include: employment of merchant ships, shipping services, container handling and loading, terminal services and charges. PREREQUISITE: None	Trans	Naval Trans School	Resident, 40 hrs	K45 K47 K49 K61 K112 A2
71.	<i>Packaging & Handling of Electrostatic Discharge Sensitive (ESDS)</i> DESCRIPTION: This course consists of subjects such as basic theory of static electricity, turboelectric effect, electromagnetic induction, definitions, isolating the ESD work area, control measures, protective Materials and equipment, correct procedures for handling static sensitive components, protective packaging, and ESD marking and labeling. PREREQUISITE: None.	SMPT-6	ALMC	Corresp, 8 hrs	K28 K50 K63 K114 A2 A3
72.	<i>Passenger Traffic Specialist</i> DESCRIPTION: Standards prescribed for DOD travelers via surface modes; carriers represented on military installations. PREREQUISITE: None.	8C-F11	Trans School	Resident, 40 hrs	K11 K32 K72 K89 K99 K107 K125,126,127,128,& 129 A2 A3

NUMBER	COURSE	CAT/ COURSE #	SOURCE	MODE OF DELIVERY	COMPETENCIES
73.	<p><i>Pollution Prevention in Acquisition Process Course</i></p> <p>DESCRIPTION: This course covers the Army's Pollution Prevention Program to include the National Defense Center for Environmental Excellence, the identification of manufacturing treatments and processes that use hazardous Materiels and produce hazardous waste/other pollutants; federal and military (AR-70-1 and DODD 5000.1) regulations governing environmental pollution prevention; responsibilities of the logistics community in pollution prevention during weapons system acquisition.</p> <p>PREREQUISITE: Nominees should be environmental coordinators, integrated logistics specialists, or engineers at Major Subordinate Commands (MSC), Program Executive Officers and Program Management Officers (PEO-PM) with a rank/grade of Major/GS-9 or above. Individuals who do not meet the above prerequisite requirements must submit a request for waiver of prerequisites prior to enrollment in the course.</p>	ALMC-PP	ALMC	Resident, 40 hrs	K K8 K25 K38 K43 K52 K119 K121 A2 A3
74.	<p><i>Project Planning & Control Techniques</i></p> <p>DESCRIPTION: The course will cover the following topics: Project planning process and tasks, work breakdown structure (WBS), PERT/CPM networks, scheduling techniques, resource allocation, monitoring project press, Cost/Schedule Control System, earned value analysis.</p>	5L-F1	AMEC	On-Site, 80 hrs	K4 K32,33,&34 K59 K72 K91&92 K99 K105 K129

NUMBER	COURSE	CAT/ COURSE #	SOURCE	MODE OF DELIVERY	COMPETENCIES
	<p>PREREQUISITE: This course is intended for persons engaged in technical projects who want to enhance their knowledge and skills in techniques for project planning and control; engineers, supervisors, managers, and other professionals who need to know how to successfully manage and control projects; professional, technical, and support personnel who have the responsibility for performing work tasks within a project; persons who require a working level knowledge of basic techniques for planning and managing projects.</p>				A2 A3
75.	<p>Provisioning</p> <p>DESCRIPTION: This course covers the total provisioning process including requirements generation, system acquisition, and functional level provisioning requirements. The course reviews provisioning policies, procedures, and management techniques for different acquisition strategies, and provides functional training in selecting provisioning activities. Emphasis is placed on the flow to the provisioning process to ensure a sound understanding of the normal sequence of events which occur in the provisioning of a system or end item of equipment.</p> <p>PREREQUISITE: Civilian GS-9 and above, military officers, warrant officers, and enlisted personnel assigned to or anticipating assignment to a position requiring familiarity with the provisioning process, Successful completion of ACQ-201, LOG-201, and</p>	LOG-205	DAU	Resident 80 hrs	K32 K46 K60 K129 A2 A3

NUMBER	COURSE	CAT/ COURSE #	SOURCE	MODE OF DELIVERY	COMPETENCIES
	Log-202				
76.	<p><i>Purchasing Fundamentals</i> DESCRIPTION: Purchasing Fundamentals introduces participants to the techniques and procedures used in accomplishing small purchase actions. Participants complete a detailed study of small purchase procedures and regulations as outlined in the Federal Acquisitions Regulation (FAR), and the Department of Defense Federal Acquisition Regulation Supplement (DFARS). Emphasis is placed on developing competencies and applying ethical principles in performing basic small purchase tasks. PREREQUISITE: Civilians GS-5 or above and enlisted E3-E5 who work as procurement agents or equivalent military assigned to a small purchase division.</p>	PUR-101	DAU	Resident, 40 hrs	K5 K6 A2 A3
77.	<p><i>Reliability & Maintainability Overview</i> DESCRIPTION: This course provides an overview of reliability and maintainability (RAM) activities associated with each of the life cycle phases for systems and equipment. It is a non-technical course based on the policies contained in DOD Instruction 5000.2, "Defense Acquisition Management Policies and Procedures." DOD concepts definitions, and the engineering, accounting, and management activities necessary for sound ethical decision</p>	LOG- 2038A-F30	AMEC	Resident 20 hrs	K4 K8 K10 K29 K31 K33 K71 K83 A2 A3

NUMBER	COURSE	CAT/ COURSE #	SOURCE	MODE OF DELIVERY	COMPETENCIES
	making are discussed along with the relationship of reliability, availability, and maintainability and disciplines such as configuration management, systems engineering, logistics, and procurement are portrayed. PREREQUISITE: DOD civilian and military personnel with management or technical responsibilities in integrated logistics support, logistics support analysis, reliability and maintainability, safety, or maintenance engineering experience. Successful completion of ACQ-201, LOG-201.				
78.	<p><i>Reliability & Maintainability Requirements</i></p> <p>DESCRIPTION: This course will address the development, optimization, evaluation and review of system RAM characteristics. It will also address the establishment and testing of user-relevant operational RAM requirements. It will not address the establishment of contractual RAM program requirements.</p> <p>PREREQUISITE: This course is intended for personnel responsible for the development, optimization, evaluation or review of system RAM characteristics. It is considered a vital course for personnel who are newly involved with the establishment, evaluation or review of RAM requirements.</p>	AMEC-121	AMEC	Resident 80 hrs	K4K8 K10 K29 K31 K33 K71 K83 A2 A3
79.	<p><i>Reliability & Maintainability Testing</i></p> <p>DESCRIPTION: RAM testing concepts and definitions, statistical testing risks, selection and</p>	8A-F27	AMEC	Resident, 80 hrs	K4 K8 K10

NUMBER	COURSE	CAT/ COURSE #	SOURCE	MODE OF DELIVERY	COMPETENCIES
	<p>application of specific testing methods, design and evaluation of statistical test plan, statistical analysis of test result, and the selection and evaluation of pre-designed RAM test plans from military standards and hand-books are addressed. A significant portion of the course time is set aside for practical exercise, and problem solving to reinforce the learning of course Materiel.</p> <p>PREREQUISITE: This course is intended for design engineering and quality assurance engineering personnel whose responsibilities include component through system reliability qualification and production testing maintainability qualification testing, and other facets of RAM testing.</p>				<p>K29</p> <p>K31</p> <p>K33</p> <p>K71</p> <p>K83</p> <p>A2</p> <p>A3</p>
80.	<p><i>Security Assistance Management</i></p> <p>DESCRIPTION: The curriculum provides a thorough coverage of the interactions and interrelationships of security assistance management from the highest levels of US government policy making, review, and approval, through the various channels of program planning, contracting, financing, pricing, billing, acquisition, transportation, follow-on support, training, and management documentation.</p> <p>PREREQUISITE: This course is intended for military personnel E-7 to O-5 and DOD civilians GS-5 to S-14. Requests for waivers of the above criteria will be reviewed on an individual basis by the Director, Directorate of</p>	SAM-C	DISAM	Resident 40 hrs	<p>K54</p> <p>A1</p> <p>A2</p> <p>A3</p>

NUMBER	COURSE	CAT/ COURSE #	SOURCE	MODE OF DELIVERY	COMPETENCIES
	Management Studies (DISAM/DM).				
81.	<i>Ship Loading & Stowage</i> DESCRIPTION: Ship characteristics, cargo handling equipment, ship stability, and loading techniques. PREREQUISITE: NONE	Trans	Naval Trans School	Resident, 80 hrs	K49 K112 A2
82.	<i>System 2000 for Functional Users</i> DESCRIPTION: This course will provide the functional user with the knowledge necessary to productively use the SYSTEM 2000 data base management system. Emphasis will be placed on the inquiry commands used for retrieval of information from a data base. PREREQUISITE: Enrollees should be functional personnel whose duties require an operational knowledge of SYSTEMS 2000 retrieval procedures. A knowledge of computer terminology and systems would be helpful, but is not necessary.	AMEC-42	AMEC	Resident 40 hrs	K1 K2 K3 A1 A2 A3

APPENDIX C

Leadership/Management Development Catalog

Appendix C lists Leadership/Management courses. This is a representative listing of leadership/management development courses available. Other courses not listed may be included in the IDP with the approval of the supervisor. The catalog provides course information such as: descriptions, prerequisites, course number, school locations, mode of deliveries, and corresponding competencies. Refer to career program roadmaps in Chapter 2, paragraph 2-11. Competencies listed in this appendix are as follows: **K**= Knowledge; **A**=Ability; and the number cross references to Appendix A, Training Competencies.

NUMBER	COURSE	CAT/ COURSE #	SOURCE	MODE OF DELIVERY	COMPETENCIES
1.	<p>Army Management Staff College</p> <p>DESCRIPTION: Theory and practice of sustainment-base management and operations. Leader and management competencies. Military doctrine and force integration.</p> <p>PREREQUISITE: To be eligible to attend AMSC, civilian nominees must (1) be serving in or have potential for advancement to key leadership positions (2) have a career conditional appointment or career status, serve in schedule A, excepted appointments without time limitation; or, are serving under and Excepted Service appointment in the Civilian Intelligence Personnel Management System (Title 10 USC 1590) and be serving in grades GS-12 through GS/GM-14 or equivalent NAF grades (GM-15s may apply by exception). Individuals who transfer from another agency to Department of Army at these grade levels should apply to attend AMSC at the earliest possible opportunity. Army Officers, MAJ and LTC, Military education level 4, interested in attending AMSC must contact their career branch assignment officer.</p>	AMSC	AMSC	Resident, 12 Weeks	A1,2,3,4,5,6,&7

NUMBER	COURSE	CAT/ COURSE #	SOURCE	MODE OF DELIVERY	COMPETENCIES
2.	<p><i>Combined Logistics Officers Advanced Course</i></p> <p>DESCRIPTION: This 20 week course is divided into 3 separate course phases that must be completed in consecutive, uninterrupted sequence. CLOAC Phase 3 equips students with skills and knowledge necessary to perform duties as a staff officer on a multifunctional logistics staff. Concentration is on the logistics functions (fix, arm, fuel, move, sustain) and associated logistics support operations.</p> <p>PREREQUISITE: Active Army or Reserve Component, 1LT(P) or CPT with AOC 91B,C, or D, 92A or B, 88,67 series except 67D, or 15D, or with equivalent training or experience who has completed an officer basic course; selected Marine Corps 1LT(P) or CPT in a logistics specialty. Waiver required for civilian attendance.</p>	8/10/-C22	CLOAC	Resident, 20 weeks	A1,2,3,4,5,6,&7

NUMBER	COURSE	CAT/ COURSE #	SOURCE	MODE OF DELIVERY	COMPETENCIES
3.	<p><i>Competitive Professional Development (Developmental Assignments)</i></p> <p>DESCRIPTION: Assignments will: Enhance the careerist's understanding of the integrated activities at the Headquarters level; familiarize the careerist with ODSLOG's perspective on Policy issues; stimulate innovation in the careerists approach to the development of program policies, procedures, and systems, and enhance the careerist's skill as a staff action officer.</p> <p>PREREQUISITE: Two 6-month or 1-year developmental assignment, e.g., at ODCSLOG. These assignments are open to all Dept. of Army employees at the GS-12 level and exceptional GS-11's having career status, in a permanent, competitive appointment.</p>	CPD	OASA (M&RA) and others	Varies for Career Program	A1,2,3,4,5,6,&7

NUMBER	COURSE	CAT/ COURSE #	SOURCE	MODE OF DELIVERY	COMPETENCIES
4.	<p><i>DOD Executive Leadership</i></p> <p>DESCRIPTION: Must have a secret (or interim secret) security clearance.</p> <p>PHASE I - Preparation, PHASE II - Assessments, PHASE II - Core Curriculum, PHASE IV - Operations and Mission, PHASE V - Summary Exercise and Graduate.</p> <p>PREREQUISITE: Must be in grades GS/GM-12-13. Although the program emphasizes participation by women, all eligible employees are encouraged to apply. Must have a minimum of three years service as a career employee with DOD and be identified as a high-potential employee with a history of exceptional performance. Have baccalaureate degree (or equivalent by examination or experience or have strong motivation in self-development activities. Have an IDP that reflects initiative in preparing for more demanding executive assignment. Military personnel must be in the rank of 03 (promotable) or 04 and have successfully commanded at the company level and graduated from the Combined Arms and Services Staff School (CAS3). Eligible officers who are interested in attending must contact their career branch assignment officer.</p>	DOD ELC	DOD	Resident, Field Trips 55 days over 1 year period.	A1,2,3,4,5,6,&7

NUMBER	COURSE	CAT/ COURSE #	SOURCE	MODE OF DELIVERY	COMPETENCIES
5.	<p><i>DOD Senior Executive Leadership</i></p> <p>DESCRIPTION: SELC provides a rigorous developmental experience that include: Intensive classroom instruction at the senior service college level on the technical and managerial competencies required of DOD executives. A six to nine month developmental assignment . Each participant is expected to arrange for a developmental assignment of at least 6 months in duration. A comprehensive research project on a topic of interest to senior DOD leadership that integrates practical and classroom experiences and offers a substantial contribution to the operation of DOD.</p> <p>PREREQUISITE: Must be in a GS/GM-14 or 15 position with a minimum of one year in a supervisory capacity. Must have a minimum of five years service as a career employee with DOD. Military personnel must be in a grade of 0-5 (promotable) or 0-6, have completed intermediate staff level college, have held a command position while in the grade of 0-4 or 0-5, and provide a resume of military experience. Officers interested in participating in this program must contact their career branch assignment officer.</p>	DOD SELC	DOD	Resident, Field trips 1 year.	A1,2,3,4,5,6,&7

NUMBER	COURSE	CAT/ COURSE #	SOURCE	MODE OF DELIVERY	COMPETENCIES
6.	<p><i>Executive Development Seminar</i></p> <p>DESCRIPTION: This seminar assists senior managers in making the transition to executive positions by helping them to understand, develop, practice, and expand their executive leadership skills. Special attention is given to the role of an executive in the public political environment. The Executive Development Seminar is developed around the SES Executive Core Qualifications and concentrates on strategic vision and organizational representation and liaison.</p> <p>PREREQUISITE: Newly appointed member of the Senior Executive Service, GS-15's with significant managerial responsibilities, and GS-14's who are in executive development programs. The Executive Development Seminar meets the SES development training requirements.</p>	OPM-EDS	OPM	Resident, 80 hrs	A1,2,3,4,5,6,&7

NUMBER	COURSE	CAT/ COURSE #	SOURCE	MODE OF DELIVERY	COMPETENCIES
7.	<p><i>Executive Leadership Development Program</i></p> <p>DESCRIPTION: To provide the advantage of a joint arena approach to civilian training that promotes greater understanding of the overall DOD mission. To provide a new approach to the training of DOD employees which parallels the methodology of selected military training. To provide cross-agency exposure for mid-level civilian and military personnel.</p> <p>PREREQUISITE: Must be in grades GS/GM-12-13. Must have a minimum of three years service as a career employee with DOD and be identified as a high-potential employee with a history of exceptional performance. Have a baccalaureate degree (or equivalent by examination) or experience or have strong motivation in self-development activities.</p>	ELC	OASA (M&RA)	Resident, 10 months	A1,2,3,4,5,6,&7

NUMBER	COURSE	CAT/ COURSE #	SOURCE	MODE OF DELIVERY	COMPETENCIES
8.	<p><i>Federal Executive Institute (OPM)</i></p> <p>DESCRIPTION: The FEI exists to provide better public leadership and enhance organizational effectiveness through education. Established in 1968 as an interagency residential executive development center, the Institute, located in Charlottesville, VA, focuses on the unique role of senior government officials leading large public organizations. The Institute's programs assume that the senior officials are already highly skilled in the agencies' technical and administrative processes.</p> <p>PREREQUISITE: Attendees are SES members and selected GS-15's competitively selected by their agencies to attend the four week program.</p>	FEI	OPM	Resident, 4 week	A1,2,3,4,5,6,&7
9.	<p><i>Human Behavior in Organizations</i></p> <p>DESCRIPTION: Improvement of individual and group performance to enhance organizational productivity.</p> <p>PREREQUISITE: Line and staff personnel who are or will be engaged in productivity and quality projects and management improvement activities. It is essential in the development program of a management analyst and all managers.</p>	7C-F7	AMEC	Resident, 40 hrs	A1

NUMBER	COURSE	CAT/ COURSE #	SOURCE	MODE OF DELIVERY	COMPETENCI ES
10.	<i>Intern Leadership Development Course</i> DESCRIPTION: Practical application of leadership doctrine, including ethics, management technologies, and team development; Army operational concept and structure. PREREQUISITE: Interns.	ILDC	CAL	Resident, 40 hrs	A1
11.	<i>Leadership Development Program</i> DESCRIPTION: Assess abilities and attitudes in order to increase effectiveness, productivity, and leadership skills. PREREQUISITE: Mandatory for career SES members appointed after May 15, 1990, Federal Officers, COL (P). Optional for non-career and limited term SES members.	LPD	CCL	Resident, 48 hrs	A1
12.	<i>Leadership, Education & Development</i> DESCRIPTION: Instruction in and practical application of leadership doctrine and competencies including professional ethics, counseling skills, communications, group development theory, team building, motivation, problem solving and decision making. PREREQUISITE: Supervisor Development Course. The LEAD course is mandatory for new supervisors within six months of appointment to the supervisory position.	LEAD	CAL (taught by CAL-trained instructors at local sites	On-site, 40 hours	A1

NUMBER	COURSE	CAT/ COURSE #	SOURCE	MODE OF DELIVERY	COMPETENCIES
13.	<p><i>LEGIS Fellowship for Executive Development</i></p> <p>DESCRIPTION: LEGIS fellows receive instruction and hands-on experience in a congressional office through training and developmental activities including three weeks of intensive briefings on the operations and organization of the Congress; a full-time assignment on the staff of a Member, committee, or support agency of organization of the Congress; and, frequent seminars during the work assignment on Capital Hill.</p> <p>PREREQUISITE: Department of the Army civilian employees at the GS/GM-14/15 level or above who have career status and are serving in permanent competitive appointments Schedule A, Excepted appointments without time limitations; or, are serving under an Excepted Service appointment in the Civilian Intelligence Personnel Management System (Title 10 USC 1590) and have a minimum of three years of consecutive DA service under one or more permanent appointments.</p>	LEGIS	OPM	Capitol Hill 1 year.	A1,2,3,4,5,6,&7

NUMBER	COURSE	CAT/ COURSE #	SOURCE	MODE OF DELIVERY	COMPETENCI ES
14.	<p><i>Logistics Executive Development Course</i></p> <p>DESCRIPTION: Life cycle management model: RDTE, acquisition, inventory management, maintenance, and disposal of materiel.</p> <p>PREREQUISITE: Nominees must have actual or anticipated assignments to management positions in the logistic area and have a high school education. Military nominees should be officers who have completed or are enrolled in a branch career course. Priority will be given to NCOLP members. Civilians should be GS-9 or above with at least 4 years functional experience in the logistic management, data processing, or financial management field and have completed one functional course in that field. The health, age, and emotional stability of the nominee must meet the demands of a rigorous course of instruction.</p>	8A-F17	ALMC	Resident, 19 weeks	A1,2,3,4,5,6,&7

NUMBER	COURSE	CAT/ COURSE #	SOURCE	MODE OF DELIVERY	COMPETENCI ES
15.	<p><i>Maintenance Management Professional Enhancement Program</i></p> <p>DESCRIPTION: 1 year Proponency Office Developmental Assignment. This assignment is open to all Department of the Army employees at the GS-12 level and above, and exceptional GS-11's having career status on a permanent competitive appointment within the MMMCP (CP-17).</p> <p>PREREQUISITE: Foster the careerist's appreciation and understanding of the personnel management policy issues of the MMMCP. Bring a fresh perspective on these issues to HQDA. Stimulate innovation in the further development of the MMMCP policies, procedures and systems. Familiarize the careerist with HQDA's perspective on these and other Materiel Maintenance Management policy issues.</p>	MMPEP	OASA (M& RA)	Resident , 12 months	A1,2,3,4,5,6,&7
16.	<p><i>Management Development</i></p> <p>DESCRIPTION: Basic managerial skills for directing work and leading people.</p> <p>PREREQUISITE: New first-level supervisors are the focus of this course. While it might well serve as a refresher for experienced supervisors, the primary benefit will be to those with less than 3 years on a supervisory role.</p>	7AF37	AMEC	Resident, 40 hrs On-Site, 40 hrs	A1 A2

NUMBER	COURSE	CAT/ COURSE #	SOURCE	MODE OF DELIVERY	COMPETENCI ES
17.	<p>Management Development Seminar</p> <p>DESCRIPTION: This seminar focuses on strengthening organizational excellence through team effectiveness and provides public sector leaders with the opportunity to enhance and sharpen their present managerial capabilities in order to meet the challenge of “creating a government that works better and costs less.” During the seminar, participants will engage in a variety of learning activities including self assessments, role plays, facilitator-led discussion, team interaction, group problem solving, and supplementary readings and videos.</p> <p>PREREQUISITE: Experienced managers at the GS-13 through 15 level or equivalent.</p>	OPM-MDS	OPM	Resident, 80 hrs	A1

NUMBER	COURSE	CAT/ COURSE #	SOURCE	MODE OF DELIVERY	COMPETENCIES
18.	<p><i>Materiel and Distribution Management Professional Enhancement Program</i></p> <p>DESCRIPTION: The program involves one, minimum six-month assignment to the Directorate of Supply Management Policy, Office of the Assistant Secretary of Defense, Production and Logistics (OASD, P&L), Pentagon. The remaining six-month period is divided into three two-month rotational assignments with participating military services and/or Defense Logistics Agency. During their tenure with OASD(P&L), participants can expect to be involved in a wide range of logistics systems and supply policy matters. Assignments may be tailored to individuals' background, but many projects will be outside his/her area of expertise to encourage the expansion of each participant's professional background in other facets of supply management.</p> <p>PREREQUISITE: Department of the Army civilian employees as GS-12/13 who have demonstrated the potential for promotion to top management positions. Nominees should have experience in the supply and property management career fields.</p>	MDM-PEP	OASA (M&RA)	Resident, 12 months	A1,2,3,4,5,6,&7

NUMBER	COURSE	CAT/ COURSE #	SOURCE	MODE OF DELIVERY	COMPETENCIES
19.	<p><i>Organizational Leadership for Executives</i></p> <p>DESCRIPTION: Visualize and forge the organization's future; communications and striving for operational excellence; recognize and understand OPM competencies. Daily homework and a written journal are required.</p> <p>PREREQUISITE: Must be supervisor, program manager, or manager positions at any MACOM, installation, agency or local activity. First priority should be given to those employees appointed to their positions within the preceding 12-18 months.</p>	OLE	CAL	Resident, 80 hrs	A1,2,3,4,5,6,&7

NUMBER	COURSE	CAT/ COURSE #	SOURCE	MODE OF DELIVERY	COMPETENCI ES
20.	<p><i>Personnel Management for Executives I/II</i></p> <p>DESCRIPTION: Develops more efficient human resource skills through the use of case studies, workshops, and informal assessments. The program goals for PME/I is to Improve self awareness and human relations skills for increased effectiveness in the work situation. Sharpen insights into the dynamics of human and organizational behavior. Increase understanding of human resource management philosophies. Encourage and improve physical and mental wellness. The program goals for PME/II are to build on the initial PME expertise to specifically focus on personal leadership styles. Also, explore the various dimensions of leadership and human resource management as primary concerns of federal executives.</p> <p>PREREQUISITE: PME/I, priority - Second line supervisors both military (Majors and above) and civilian (GS/GM/UA 13-14, and WS-16 and above). 2nd Priority - First line supervisory, both military (Majors and above) and civilian (GS/GM/UA 13-14, and WS-16 and above). Civilian personnel, GS/UA 12, GS/GM 15 & WS-15 will be accepted on an exception basis only. All nominees should have responsibility for giving leadership, guidance, and direction to the work or others. PME/II, Individuals nominated must have attended PME I at least two years prior to attending PME/II. All other eligibility requirements for PME II are the same as for PME I.</p>	PME-I	ASA(M&RA)	Resident, 64 hrs	A1,2,3,4,5,6,&7

NUMBER	COURSE	CAT/ COURSE #	SOURCE	MODE OF DELIVERY	COMPETENCI ES
21.	<i>Planning, Programming, Budgeting & Execution System</i> DESCRIPTION: PPBES at the intermediate level, accounting and budget overview, review and analysis, manpower management productivity programs. PREREQUISITE: Intern or Specialist/Journeyman level.	7D-45 A/B	US Army Finance School	Resident 64 hrs	A2 A3
22.	<i>Program Management</i> DESCRIPTION: This course for selected mid-career military officers and civilian personnel explores the wide range of acquisition policies, tasks, problems, and issues confronting the program manager. It provides an in-depth examination of defense systems acquisition management and the roles, interrelationships and impact of government and I industry participants in the acquisition process. It also covers funds, contract, and cost/schedule management; and business and technical practices of defense contractors and their impact on a successful systems acquisition. PREREQUISITE: This course is targeted at acquisition-experienced mid-career acquisition managers in civilian grades GS-12-15, and military 03-06. NOTE: A SECRET SECURITY CLEARANCE IS REQUIRED.	PMT-301	DAU	Resident, 95 days	K8 K9 K21A1,2,3,4,5,6, &7

NUMBER	COURSE	CAT/ COURSE #	SOURCE	MODE OF DELIVERY	COMPETENCIES
23.	<p><i>Seminar for New Managers</i></p> <p>DESCRIPTION: This seminar provides new managers with the knowledge and skills needed to make successful transition into their new positions and to meet the challenges facing public sector management. Personal assessments, small group discussion, case study and other interactive learning methods help participants master the demands of their new roles.</p> <p>PREREQUISITE: New managers at GS-13 and above or equivalent who are making a transition from supervisory to managerial responsibilities.</p>	OPM-SNM	OPM	Resident, 80 hrs	A1,2,3,4,5,6,&7
24.	<p><i>SES Training Conference</i></p> <p>DESCRIPTION: In 1987 the Secretary of the Army directed the establishment of a training program for new members of the SES. The US Army SES Office developed a five day executive training conference, normally held once each fiscal year.</p> <p>PREREQUISITE: SES appointees or current SES members; mandatory for all newly appointed career SES members, and optional for non-career and limited term SES members.</p>	SESTC	OASA (M&RA)	Resident, 40 hrs	A1,2,3,4,5,6,&7

NUMBER	COURSE	CAT/ COURSE #	SOURCE	MODE OF DELIVERY	COMPETENCI ES
25.	<p>Short-term Training</p> <p>DESCRIPTION: This training opportunity is open to all Department of the Army employees at the GS-12 level or above, or exceptional GS-11's, having career status, in a permanent, competitive appointment. Applicants who do not meet this criteria may request a formal waiver through nominating channels. Careerist in other logistics career programs - i.e. quality assurance, and ammunition management may also apply to this position to expand their logistics expertise.</p> <p>PREREQUISITE: GS-12 and above and exceptional GS-11's.</p>	STT	HQDA	Resident, Less than 120 days	A1,2,3,4,5,6,&7
26.	<p>Supervisor Development</p> <p>DESCRIPTION: Basic supervision skills with emphasis on managing work and leading people.</p> <p>PREREQUISITE: Mandatory for all new supervisors within six months after assignment to their first supervisory position.</p>	ST5000	ACCHRM	Corresp, 40 hrs	A1,2,3,4,5,6,&7

NUMBER	COURSE	CAT/ COURSE #	SOURCE	MODE OF DELIVERY	COMPETENCI ES
27.	<p><i>Supply Management Career Program Developmental Assignment (Special Study/Research)</i></p> <p>DESCRIPTION: To support study, research, and investigation of selected projects relevant to Army logistics missions. Special Study/Research developmental assignments may include study or research at institutions of higher learning or other locations best supporting the project.</p> <p>PREREQUISITE: This developmental assignment is open to all Department of the Army Employees at the GS-12 level or above, and exceptional GS-11 applicants with career status in a permanent/competitive appointment.</p>	DEV ASGMT	SM	Resident, 3 to 12 months	A1,2,3,4,5,6,&7
28.	<p><i>Team Leader Course</i></p> <p>DESCRIPTION: Anyone expecting advancement in the future will need to know how to help groups develop into teams. This requires management and leadership skills. Students develop plans to improve the organizational culture.</p> <p>PREREQUISITE: Those persons currently assigned as “Team Leaders” and first-line supervisors, and those who have shown potential and desire to attain these positions. This course is also appropriate for those middle managers who desire to lead their supervisors and team leaders into the future.</p>	AMEC- 287	AMEC	Resident, 24 hrs On-Site, 24 hours	A1,2,3,4,5,6,&7

NUMBER	COURSE	CAT/ COURSE #	SOURCE	MODE OF DELIVERY	COMPETENCIES
29.	<p><i>Transportation Management Professional Enhancement Program</i></p> <p>DESCRIPTION: The participants serve two to six months in the Directorate of Transportation Policy Office, OASD(P&L), working in the area of policy formulation and evaluation. In addition, they spend two to three-month tours of duty in DOD elements such as the Military Traffic Management Command, the Military Sealift Command, Service Transportation staffs, and the Defense Logistics Agency. Participants may also attend the Military Airlift Command Airlift Operations School, a four week formal course of instruction.</p> <p>PREREQUISITE: Department of the Army civilian employees at GS-12 and GS/GM-13. All nominees should have experience in the transportation/logistics career fields and have demonstrated the potential for promotion to the top management positions.</p>	TMPEP	DOD	Resident, 1 year	A1,2,3,4,5,6,&7

NUMBER	COURSE	CAT/ COURSE #	SOURCE	MODE OF DELIVERY	COMPETENCIES
30.	<p><i>Women's' Executive Leadership Program</i></p> <p>DESCRIPTION: The WEL Program is a developmental program that provides supervisory/managerial training and development opportunities for high potential Federal employees preparing them for future positions as supervisors and managers.</p> <p>PREREQUISITE: The WEL Program is open to full-time, permanent Federal employees, women and men, at the GS-11 and GS-12 levels. The WEL Program is designed for both non-supervisory and new supervisors with less than one year's supervisory experience during their entire Federal careers. Individuals should be nominated based on their supervisory and management potential and motivation to participate fully in and complete all of the components of the year-long WEL Program.</p>	WEL	OPM	Classroom, 6 months Developmental Assignment	A1,2,3,4,5,6,&7

NUMBER	COURSE	CAT/ COURSE #	SOURCE	MODE OF DELIVERY	COMPETENCIES
31.	<p><i>Action Officer Development Course</i></p> <p>DESCRIPTION: AODC is a correspondence course that prepares employees for the requirements of staff work. It covers ethics, briefing, coordinating, writing, communications, problem-solving, decision-making, conducting meetings, interviewing techniques, time management, and setting priorities. The employee's supervisor must agree to provide opportunities for the employee to practice these staff skills, and then must certify the employee's proficiency in these areas upon course completion.</p> <p>PREREQUISITE: AODC must be completed by all interns prior to graduation and by all individuals appointed to journey level positions within six months of such appointment.</p>	ST7000	AIPD	Corres, 40hrs	A2, A3,A4,A5,
32.	<p><i>Manager Development Course</i></p> <p>DESCRIPTION: This correspondence course covers the following topics: organizational culture, time management, setting objectives and plans, problem solving and decision making, planning, programming and budgeting, manpower management, communications, information technology applications, the Army Environmental Program, EEO, professional ethics, internal management control, and Army family team building.</p> <p>PREREQUISITE: Must be completed by all newly appointed managers (at any grade) within six months of their appointment to a managerial position.</p>	ST6000	AIPD	Corresp, 40 hrs	A1, 2, 3, 4, 5, 6, 7

APPENDIX D

University/College/Non-Government Executive Programs and Training With Industry (TWI)

Appendix D provides a list of University/College Non-Government Executive Programs. The objective of these programs is to enhance the careerist's professional/managerial skills and development to better facilitate, sustain and maintain the Army's mission. These programs are offered to all Department of the Army Civilians ranging in grade levels.

NUMBER	COURSE	CAT/ COURSE #	SOURCE	MODE OF DELIVERY	COMPETENCIES
1.	<p><i>Army War College</i></p> <p>DESCRIPTION: The AWC focuses on Strategic security environment and strategy with a joint, multi-service perspective. The curriculum is designed to expand and deepen students' knowledge of strategic security matter and to sharpen their analytical skills. The academic program consists of prescribed core courses and advanced studies. Teaching methods include lectures, seminar discussions, case studies, and regional studies.</p> <p>PREREQUISITE: Department of the Army civilian employees at GS/GM-14/15 who have career status and are serving in permanent competitive appointments.</p>	AWC	AWC	Resident 10 months 2 years correspondence	A1,2,3,4,5,6,&7
2.	<p><i>Harvard University Program for Senior Executive Fellows</i></p> <p>DESCRIPTION: The curriculum offers the opportunity to refine skills in the following areas of management responsibility: Strategy and Political Management, Policy Analysis and Design, Mobilizing Organizational Capacity.</p> <p>PREREQUISITE: Candidates for, or recent appointees to Senior Executive Service or GS/GM-15. (Emphasis will be placed on nominations of GS/GM-15 candidate).</p>	Harvard SELF	Harvard	Resident, 8 weeks	A1,2,3,4,5,6,&7

NUMBER	COURSE	CAT/ COURSE #	SOURCE	MODE OF DELIVERY	COMPETENCIES
3.	<i>Harvard University Program for Senior Executives in National & International Security</i> DESCRIPTION: Using the case method, the Program provides participants with intense, vicarious experiences in a wide range of managerial situations. Through classroom discussion, participants are asked to assume the roles of key decision makers. This allows each participant to bring his/her own experience to bear on each case. PREREQUISITE: Must be in the Senior Executive Service.	Harvard NISM	Harvard	Resident, 2 weeks	A1,2,3,4,5,6,&7
4.	<i>Harvard University Program for Senior Managers in Government</i> DESCRIPTION: The curriculum effectively utilizes the high-level of experience and skill that each participant brings to the classroom. Faculty members use case teaching. Each case is an actual situation in public management which acts as a stimulus for participants to think through possible approaches and solutions to a particular problem. PREREQUISITE: Current Senior Executive Service members.	Harvard SMG	Harvard	Resident, 3 Weeks	A1,2,3,4,5,6,&7

NUMBER	COURSE	CAT/ COURSE #	SOURCE	MODE OF DELIVERY	COMPETENCIES
5.	<p><i>The Syracuse University, National Security Management Course (NSMC)</i></p> <p>DESCRIPTION: Participants share their personal experience and wisdom throughout the varied settings of the program. The curriculum is designed to ensure maximum benefit to participants both from interaction among themselves and with the faculty. The predominant method of instruction is the case method, which requires a high level of involvement by participants.</p> <p>PREREQUISITE: Must be in grade GS-15.</p>	Harvard SONS	Harvard	Resident, 8 weeks	A1,2,3,4,5,6,&7
6.	<p><i>Industrial College of the Armed Forces</i></p> <p>DESCRIPTION: The curriculum focuses on broad-based national security decision-making for senior policy makers in a dynamic world environment. The academic program emphasizes post-graduate, executive-level education rather than training, and enduring principles and concepts rather than transient contemporary events. The curriculum consists of interrelated courses that are presented in a balanced mix of seminars and lectures.</p> <p>PREREQUISITE: Department of Army civilian employees at GS/GM-14/15 who have career status and are serving in permanent competitive appointments; Schedule A, Excepted appointments without time limitation; or, are serving under and Excepted Service appointment in the Civilian Intelligence Personnel Management System (Title 10 USC 1590) and have a minimum of three years of consecutive service under one or more permanent appointments.</p>	ICAF	NDU	Resident, 10 months	A1,2,3,4,5,6,&7

NUMBER	COURSE	CAT/ COURSE #	SOURCE	MODE OF DELIVERY	COMPETENCIES
7.	<p><i>National War College</i></p> <p>DESCRIPTION: The NWC focuses on national security policy and strategy with a joint, multi-service perspective. The curriculum is designed to expand and deepen students' knowledge of national security matters and to sharpen their analytical skills. The academic program consists of prescribed core course, advanced studies, and regional studies. Teaching methods include lectures, seminar discussions, case studies, and student exercises. The core curriculum provides students an understanding of the development and implementation of national security policy and strategy. It addresses the domestic and international contests within which policy and strategy are developed, examines the national security decision making process and focuses on the formulation and conduct of national security strategy, military strategy, and joint operations. Completion of the curriculum meets the educational requirements for Joint Specialty Officers.</p> <p>PREREQUISITE: Department of Army civilian employees at GS/GM-14/15 who have career status and are serving in permanent competitive appointments; Schedule A, Excepted appointments without time limitation; or, are serving under and Excepted Service appointment in the Civilian Intelligence Personnel Management System (Title 10 USC 1590) and have a minimum of three years of consecutive service under one or more permanent appointments.</p>	12 NWC	NDU	Resident, 10 months	A1,2,3,4,5,6,&7

NUMBER	COURSE	CAT/ COURSE #	SOURCE	MODE OF DELIVERY	COMPETENCIES
8.	<p><i>Program for Research Fellows in National Security</i></p> <p>DESCRIPTION: Provide select individual(s) the opportunity to study a wide range of public management, business management, and national security issues with a highly select group of military and civilian officials at Harvard University's John F. Kennedy School of Government. National Security Fellows have the opportunity to study a wide range of public management and security issues. National Security 'Fellows design their own activities within the broad framework of the fellow-ship program, which includes research, fellows executive program, auditing courses, guest speaker programs, and faculty seminars. Program expenses are limited to tuition, books, supplies, and applicable per diem (if appropriate).</p> <p>PREREQUISITE: This fellowship program is open to all Department of the Army employees at the GS-14 level or above in a permanent, competitive appointment.</p>	PRFNS	Harvard	Resident, Aug-Jun	A1,2,3,4,5,6,&7

NUMBER	COURSE	CAT/ COURSE #	SOURCE	MODE OF DELIVERY	COMPETENCIES
9.	<p><i>Secretary of the Army Research & Study Fellowship</i></p> <p>DESCRIPTION: Fellowships may be awarded to include study or research at institutions of higher learning or in comparable educational or research environments which best support the project. Proposed projects must indicate a high potential value to the Army and benefit the applicant as well. The applicant must be able to complete the project within the time proposed. Fellowships are not substitutes for projects that should be done on a normal on-duty assignment and financed thorough mission funds.</p> <p>PREREQUISITE: Department of the Army civilian employees at the GS-12 (or equivalent) level or above who have career status and are serving in permanent competitive appointments; Schedule A, Excepted appointments without time limitation; or, are serving under an Excepted Service appointment in the Civilian Intelligence Personnel Management System (Title 10 USC 1590) and have a minimum of five years of consecutive Department of Army (DA) service under one or more permanent appointments.</p>	SARSF	OASA (M&RA)	Full Time not less than 6 months not more than 12 months	A1,2,3,4,5,6,&7
10.	<p><i>Training with Industry</i></p> <p>DESCRIPTION: Applicant may design and submit a program with a company of their choice. The TWI assignment should expose the individual to commercial logistics.</p> <p>PREREQUISITE: GS-12 and above.</p>	TWI	Various Industries and Locations	Full Time, 6 to 12 months	K4,5,8,13,16,A1,2,3,4,5,6,&7

NUMBER	COURSE	CAT/ COURSE #	SOURCE	MODE OF DELIVERY	COMPETENCIES
11.	<p><i>University Training-Graduate Level Logistics Education Assistance Fund</i></p> <p>DESCRIPTION: To provide a valuable learning experience for a competitive edge toward future advancement and to stimulate innovation. THIS IS NOT A DEGREE PROGRAM. Curriculum must be logistics-related, business or management in nature, and courses will be approved by HQDA.</p> <p>PREREQUISITE: This opportunity for full-time graduate study is open to all Department of the Army employees at the GS-12 level or above, and exceptional GS-11's, having career status, in a permanent, competitive appointment in the SMCP (CP-13). Applicants who do not meet this criteria may request a formal waiver through nominating channels. Applications for university training must also include a letter of acceptance from the University. Applicants must specify whether application is for full-time or part-time study. Part-time and full-time participation cannot be combined. FCR will only fund tuition and books.</p>	GLLEAF	University	Formal Classroom Full time/Part time	A1,2,3,4,5,6,&7
12.	<p><i>University Training-Logistics Education Assistance Fund</i></p> <p>DESCRIPTION: To provide a valuable learning experience for a competitive edge toward future advancement and to stimulate innovation. THIS IS NOT A DEGREE PROGRAM. Curriculum must be logistics-related, business or management in nature, and courses will be approved by HQDA.</p>	LEAF	University	Formal Classroom Full time/Part time	A1,2,3,4,5,6,&7

NUMBER	COURSE	CAT/ COURSE #	SOURCE	MODE OF DELIVERY	COMPETENCIES
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PREREQUISITE: This opportunity for full-time undergraduate study is open to all Department of the Army employees at the GS-12 level or above, and exceptional GS-11's.

APPENDIX E

List of Government Training Facilities/Schools

Appendix E lists government training facilities and schools. This is a representative listing of schools/schoolhouses available to Department of the Army Civilians. Other schools may be included in the IDP with the approval of the supervisor.

Air Force Institute of Technology (AFIT), Wright-Patterson AFB, OH 45433

Army Center for Civilian Human Resource Management (ACCHRM), PO Box 749, Lancaster, PA 17603

Army Defense Ammunition Center and School, Savanna, IL 61074

Army Institute for Professional Development, US Army Training Support Center, Ft. Eustis, VA 23628

Assistant Secretary Army, Manpower & Reserve Affairs (MRA), Pentagon, Washington, DC 20310

Center for Army Leadership (CAL), Civilian Leadership Training Division, Ft. Leavenworth, KS 66027

Center for Creative Leadership, Greensboro, NC 27407

Defense System Management College (DSMC), Ft. Belvoir, VA 22060

DOD Computer Institute (CoDCI) Washington Naval Yard, Washington, DC 20310

Joint Strategic Deployment Training Ctr, Ft. Eustis, VA 23604

National Defense University, Ft. McNair, Washington, DC 20310

School of Military Packaging Technology (SMPT), Aberdeen Proving Ground, MD 21005

US Army Engineer Division (USAEDH), Huntsville, AL 35809

US Army Finance School (USAFIS), Ft. Leavenworth, KS 66027

US Army Force Management School (USAFMS), Ft. Belvoir, VA 22060

US Army Logistics Management College (ALMC), Ft. Lee, VA 23801

US Army Management Engineering College (AMEC), Rock Island, IL 61299

US Army Management Staff College (AMSC), Ft. Belvoir, VA 22060

US Army Resource Management Center (ARMC), Ft. Benjamin Harrison, IN 46216

US Army Transportation School (TRANSS), Ft. Eustis, VA 23604

US Army War College, Carlisle Barracks, PA 17013

US Command and General Staff College (CGSC), Ft. Leavenworth, KS 66027

APPENDIX F

Glossary of Acronyms

Appendix F is a glossary of Acronyms. This glossary provides a quick reference for use by careerists in spelling out frequently used acronyms in day to day operations within the Army.

APPENDIX F GLOSSARY

AAC	Army Acquisition Corps
AACMO	Army Acquisition Corps Management Office
AAESA	Army Acquisition Executive Support Agency
ACCES	Army Civilian Career Evaluation System
ACPM	Activity Career Program Manager
ACTEDS	Army Civilian Training, Education and Development System
AMC	US Army Materiel Command
CCSS	Commodity Command Standard System
CP	Career Program
CPO	Civilian Personnel Office
DA	Department of the Army
DAU	Defense Acquisition University
DCSLOG	Deputy Chief of Staff for Logistics
DCSPER	Deputy Chief of Staff for Personnel
DLA	Defense Logistics Agency
DMRD	Defense Management Review Decisions
DOD	Department of Defense
FCR	Functional Chief Representative
IDP	Individual Development Plan
LCMP	Logistics Career Management Program
LCMPB	Logistics Career Management Planning Board
LTT	Long Term Training
KSA	Knowledges, Skills and Abilities
LCM	Logistics Career Management
LOGAMP	Logistics and Acquisition Management Program
MACOM	Major Command
MCPM	MACOM Career Program Manager
MITP	Master Intern Training Plan
MMM	Materiel Maintenance Management
MSC	Major Subordinate Command
MTP	Master Training Plan
NISC	National Independent Study Course
OJT	On-the-Job Training
PERSCOM	US Total Army Personnel Command
POD	Port of Debarkation
POE	Port of Embarkation
SARDA	Secretary of the Army Research, Development and Acquisition
SES	Senior Executive Service
SM	Supply Management
TAPES	Total Army Personnel Evaluation System
TM	Transportation Management
TMPEP	Transportation Management Professional Enhancement Program
TWI	Training with Industry